

**AGENDA**  
**FLAT RIVER COMMUNITY LIBRARY**

**BOARD MEETING**  
**December 11, 2024**

1. Call to order and roll call:
2. Approval of agenda:
3. Approval of minutes:
  - Board meeting November 2024
4. Public Comments:
5. Financial Reports:
  - a. County Penal Fines for November 2024
  - b. Accounts Payable for November 2024
  - c. Monthly Financials
6. Library Director's Report:
  - a. Suggestion Box Comments
7. Questions from the Board:
8. Unfinished Business:
9. Committees:
  - a. Policy
    - i. Mobile Hot Spot Policy
    - ii. Infestation Policy
10. New Business:
  - a. Audit Presentation - Maner Costerisan
  - b. Closure Schedule 2025
  - c. LMCU CD
11. Public Comment:
12. Other:
13. Board Member Comment:
14. Items for next agenda
15. Future Dates:
  - a. Next Board Meeting- 6:30 p.m. Wednesday: January 8, 2025
16. Call to Adjourn

**The regular meetings of the Flat River Community Library Board are held on the second Wednesday of the month at 6:30 p.m.**

**Stefanie Reed, Director**

The Flat River Community Library Board recognizes the value of public comment and the importance of allowing members of the public to express themselves on Library matters.

Any person or group wishing to address the Board shall be requested to provide:

- A. Their name & address;
- B. Group affiliation, if and when appropriate;
- C. Topic to be addressed.

To permit fair & orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation in Board meetings and in Board committee meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

Members of the public requesting that a topic be added to the agenda must contact the director or board president with their request one week in advance of the meeting.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business.
- B. Anyone with concerns related to the operation of the library or to matters within the authority of the Board may participate during the designated public participation portions of a meeting.
- C. Participants must first be recognized by the presiding officer.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. During the portion of the meeting designated for public participation, no participant may speak more than once on the same topic.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. The presiding officer may:
  - a. Interrupt, warn, or terminate a participant's session when they make comments that are repetitive, obscene, and/or comments that constitute a true threat (i.e. statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest);
  - b. Request any individual to stop speaking and/or leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct and/or orderly progress of the meeting;
  - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the conduct and/or orderly conduct of the meeting as to warrant such action;
  - e. Waive these rules.

Pursuant to the Open Meetings Act (Act 267 of 1976), the Board may occasionally hold meetings virtually. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending remotely.

Audio or video recording are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

**FLAT RIVER COMMUNITY LIBRARY**

PROPOSED Minutes

November 13, 2024

Chairperson Ward Cole called the meeting to order at 6:30 PM

Present: City of Greenville: Chairperson Darci Ward Cole, Laurel Christensen  
Eureka Township: Holly Schmeltzer, Maureen Burns  
Fairplain Township: Vanessa Marr, Dawn Wyckoff  
Montcalm Township: Pam Nichols, Doug Crowley

Absent: None

Others Present: Director Reed  
Jim Marr  
Ryan Brown – Decker Agency  
Steven Schneemann – MCD Architects

Crowley moved to approve the Agenda of the November 13, 2024 meeting with an amendment placing MCD Architects at the top of the agenda. Support. Unanimously approved.

Crowley moved to approve the Minutes of the October 9, 2024 meeting. Supported. Unanimously approved.

Crowley moved to accept the accounts financial portion of the Treasurer's report for October, 2024. Support. Unanimously approved.

Wyckoff moved to accept the monthly portion of the Treasurer's report for October, 2024. Supported. Unanimously approved.

Chairperson Ward Cole and Treasure Burns will talk to banks and credit unions for interest rates and bring the information back to the Board to see if changes should be made.

Director Reed reported on many projects including the Library of Things, MLA Conference, Staff In-Service Day, waiting for Teen Space furniture. Staff are all bust with library projects. Building and Ground Committee, Teen Space Grounds Committee, the Teen Space, and Black Field. of Black Field.

New Business: Discussion of status of Strategic Plan.

Black Field Survey - Crowley moved to accept the proposal from Services and Boundary and Topographic Survey with the following changes: No mileage or travel expenses, no changes without prior approval, and not to exceed \$6, 500. Support. Unanimously approved.

Next regular Board meeting is December 11, 2024 at 6:30 PM.

Nichols moved to adjourn. Support. Unanimously approved.

Respectfully submitted

Laurel Christensen  
Secretary

FLAT RIVER COMMUNITY LIBRARY  
APPROVED MINUTES  
October 9, 2024

Chairperson Ward Cole called the meeting to order at 6:30 PM

Present: City of Greenville: Chairperson Darci Ward Cole, Laurel Christensen  
Eureka Township: Holly Schmeltzer, Maureen Burns  
Fairplain Township: Vanessa Marr, Dawn Wyckoff  
Montcalm Township: Doug Crowley

Absent: Montcalm: Pam Nichols

Others Present: Director Reed  
Jim Marr  
Katy & Kevin Borowski  
Fern Jessop  
Julie Momber

Schmeltzer moved to approve the Agenda of the October 9, 2024 meeting with the correction of the spelling of Katy Borowski. Support. Unanimously Approved.

Schmeltzer moved to approve the minutes of the September 11, 2024 meeting. Support. Unanimously approved.

Wyckoff moved to accept the accounts financial portion of the Treasurer's report for September, 2024. Support. Unanimously approved.

Christensen moved to accept the monthly portion of the Treasurer's report for September, 2024. Supported. Unanimously approved.

New Business: Discussion of status of Strategic Plan

Next regular Board meeting is October 9, 2024 at 6:30 PM

Nichols moved to adjourn. Support. Unanimously approved.

Respectfully submitted

Laurel Christensen  
Secretary



### PENAL FINES

2023/2024

For the mo of	Received	Amount
Jul-23	Aug-23	\$20,103.27
Aug-23	Sep-23	\$30,270.92
Sep-23	Oct-23	\$28,805.47
Oct-23	Nov-23	\$30,266.96
Nov-23	Dec-23	\$20,319.84
Dec-23	Jan-24	\$22,971.36
	<b>Sub Total</b>	<b>\$152,737.82</b>

For the mo of	Received	Amount
Jan-24	Feb-24	\$25,932.93
Feb-24	Mar-24	\$36,474.65
Mar-24	Apr-24	\$30,508.82
Apr-24	May-24	\$34,967.22
May-24	Jun-24	\$31,203.02
Jun-24	Jul-24	
	<b>Sub Total</b>	<b>\$159,086.64</b>

2023	\$152,737.82
2024	\$159,086.64
<b>Total to date</b>	<b>\$311,824.46</b>



### PENAL FINES

2024/2025

For the mo of	Received	Amount
Jul-24	Aug-24	\$27,930.93
Aug-24	Sep-24	\$28,776.78
Sep-24	Oct-24	\$25,133.75
Oct-24	Nov-24	\$27,124.91
Nov-24	Dec-24	\$17,479.85
Dec-24	Jan-25	
	<b>Sub Total</b>	<b>\$126,446.22</b>

For the mo of	Received	Amount
Jan-25	Feb-25	
Feb-25	Mar-25	
Mar-25	Apr-25	
Apr-25	May-25	
May-25	Jun-25	
Jun-25	Jul-25	
	<b>Sub Total</b>	<b>\$0.00</b>

2024	\$126,446.22
2025	\$0.00
<b>Total to date</b>	<b>\$126,446.22</b>

<b>ASSETS</b>	<u>General</u>	<u>GACF Trust Fund</u>	<u>Noncurrent Funds</u>	<u>Totals Gov't Funds</u>
<b>Current assets</b>				
Cash and cash equivalents	\$965,160			\$965,160
Investments	\$1,612,158			\$1,612,158
Assets held by foundation		\$171,213		\$171,213
Fixed assets (net)			\$1,887,324	\$1,887,324
Receivables				\$0
Due from other funds				\$0
Prepaid expenditures	<u>\$9,323</u>			<u>\$9,323</u>
Total current assets	\$2,586,642	\$171,213	\$1,887,324	\$4,645,179
TOTAL ASSETS	<u>\$2,586,642</u>	<u>\$171,213</u>	<u>\$1,887,324</u>	<u>\$4,645,179</u>
<b>LIABILITIES &amp; FUND EQUITY</b>				
<b>Current liabilities</b>				
Accounts payable	\$22,592			\$22,592
Accrued salaries	\$0			\$0
Accrued liabilities	\$4,071			\$4,071
Due to other funds				<u>\$0</u>
Total current liabilities	<u>\$26,664</u>	<u>\$0</u>	<u>\$0</u>	<u>\$26,664</u>
<b>Noncurrent liabilities</b>				
Lease Payable			\$36,411	\$36,411
Compensated absences			\$23,370	\$23,370
Noncurrent portion of long-term debt				<u>\$0</u>
Total noncurrent liabilities	<u>\$0</u>	<u>\$0</u>	<u>\$59,781</u>	<u>\$59,781</u>
TOTAL LIABILITIES	<u>\$26,664</u>	<u>\$0</u>	<u>\$59,781</u>	<u>\$86,445</u>
<b>FUND BALANCES</b>				
Nonspendable Funds				
Endowment		\$59,458		\$59,458
Investment in general fixed assets			\$1,827,543	\$1,827,543
Unassigned Funds				
General fund	\$2,284,367			\$2,284,367
Committed Funds	\$275,611			\$275,611
Restricted Funds		<u>\$111,755</u>		<u>\$111,755</u>
TOTAL FUND BALANCES	<u>\$2,559,978</u>	<u>\$171,213</u>	<u>\$1,827,543</u>	<u>\$4,558,734</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<u>\$2,586,642</u>	<u>\$171,213</u>	<u>\$1,887,324</u>	<u>\$4,645,179</u>

# Flat River Community Library Balance Sheet

Accrual Basis

As of November 30, 2024

	<b>Nov 30, 24</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
002.000 · Checking - Isabella Bank	22,311.86
002.004 · Savings - PFCU Primary Share	5,036.81
002.005 · Money Market - Isabella Bank	937,806.69
002.007 · Savings - Michigan One CU	5.00
<b>Total Checking/Savings</b>	965,160.36
<b>Other Current Assets</b>	
003.001 · CD - Commercial Bank (09.26.24)	279,528.16
003.008 · CD - Michigan One CU (09.26.25)	344,168.05
003.009 · CD - Huntington 2 (12/26/24)	276,318.09
003.010 · CD - Isabella Debt (01.29.25)	213,179.37
003.011 · CD - Isabella Tower (05.26.25)	115,472.17
003.012 · CD - Preferred CU (05/20/25)	218,573.64
003.013 · CD - Commercial Bank (12.07.25)	164,919.01
<b>Total Other Current Assets</b>	1,612,158.49
<b>Total Current Assets</b>	2,577,318.85
<b>Other Assets</b>	
029 · Prepays	9,322.93
<b>Total Other Assets</b>	9,322.93
<b>TOTAL ASSETS</b>	<b>2586641.78</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · *Accounts Payable	22,592.20
<b>Total Accounts Payable</b>	22,592.20
<b>Other Current Liabilities</b>	
210 · Payroll Liabilities	4,622.05
2110 · Direct Deposit Liabilities	(550.67)
<b>Total Other Current Liabilities</b>	4,071.38
<b>Total Current Liabilities</b>	26,663.58
<b>Total Liabilities</b>	26,663.58
<b>Equity</b>	
250 · Committed Funds	275,611.20
310 · Unassigned Fund-Opening Balance	572,687.19
390 · Unassigned Fund-Retained Earn.	2,318,979.87
Net Income	(607,300.06)
<b>Total Equity</b>	2,559,978.20
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2586641.78</b>

**Flat River Community Library - General Fund**  
**Statement of Revenues & Expenses Budget Comparison**  
 July - November 2024

	November 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Income</b>					
401 · Property Taxes					
401.1 · Property Taxes - Greenville	3,967	203,041	(199,074)	2%	187,131
401.2 · Property Taxes - Eureka Twp.	(83)	124,277	(124,360)	(0%)	117,078
401.3 · Property Taxes - Fairplains Twp	(52)	48,094	(48,146)	(0%)	44,886
401.4 · Property Taxes - Montcalm Twp.	(57)	89,563	(89,620)	(0%)	82,377
<b>Total 401 · Property Taxes</b>	<b>3,775</b>	<b>464,975</b>	<b>(461,200)</b>	<b>1%</b>	<b>431,472</b>
402 · Delinquent Taxes	2	30,000	(29,998)	0%	30,000
441 · Local Community Stabilization	14,785	15,000	(215)	99%	15,000
556 · Library State Aid	9,423	18,600	(9,177)	51%	18,000
580 · County Millage	0	507,000	(507,000)	0%	498,075
580.2 · Renaissance Zone	20	0	20	100%	2,000
651 · Genealogy Fees	0	20	(20)	0%	20
655 · Book Fines	1,356	2,000	(644)	68%	2,000
656 · Printing Fees	3,215	3,000	215	107%	2,500
657 · Penal Fines	0	85,000	(85,000)	0%	78,505
658 · USF Funds	2,952	4,600	(1,648)	64%	4,600
664 · Interest Earned	15,787	55,000	(39,213)	29%	10,000
672 · Continuing Education	0	0	0	0%	1,600
675 · Contribution - Private Sources	134	500	(366)	27%	500
675.1 · Grant Revenue	0	34,750	(34,750)	0%	500
675.2 · Estate Donations	0	5,000	(5,000)	0%	5,000
675.31 · Friends Donations - Adult	1,530	4,000	(2,470)	38%	2,000
675.32 · Friends Donations - Juvenile	0	5,000	(5,000)	0%	5,000
675.4 · Memorial Book Contributions	540	1,500	(960)	36%	1,500
675.45 · Cookbook Sales	0	20	(20)	0%	20
675.47 · Beverage Sales	156	50	106	312%	50
699 · Transfer In	0	0	0	0%	0
<b>Total Income</b>	<b>53,675</b>	<b>1,236,015</b>	<b>(1,182,340)</b>	<b>4%</b>	<b>1,236,015</b>
<b>Expense</b>					
<b>I - Personnel</b>					
703 · Salaries	192,106	458,000	265,894	42%	
703.1 · Job Search	30	200	170	15%	
716 · Fringe Benefits Employee Ins.	41,277	75,000	33,723	55%	
716.1 · 401(a)	4,637	9,000	4,363	52%	
716.2 · Unemployment	22	450	428	5%	
716.3 · Worker's Compensation	572	1,200	628	48%	
717 · Payroll Taxes	13,948	35,500	21,552	39%	
<b>Total I - Personnel</b>	<b>252,592</b>	<b>579,350</b>	<b>326,758</b>	<b>44%</b>	<b>579,350</b>



**Flat River Community Library - General Fund**  
**Statement of Revenues & Expenses Budget Comparison**  
 July - November 2024

	November 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
<b>II - Supplies</b>					
727 · Office Supplies	2,939	4,000	1,061	73%	
728 · Postage	1,272	2,600	1,328	49%	
728.1 · Shipping & Handling	257	750	493	34%	
761 · Supplies - Genealogy/MI Room	0	250	250	0%	
775 · Operating Supplies	5,377	9,000	3,623	60%	
775.1 · Juvenile Operating Supplies	4,127	<b>4,500</b>	373	92%	
977 · New Equipment	2,740	9,500	6,760	29%	
<b>Total II - Supplies</b>	<b>16,712</b>	<b>30,600</b>	<b>13,888</b>	<b>55%</b>	<b>29,100</b>
<b>III - Building Operations</b>					
853 · Telephone	511	3,500	2,989	15%	
854.5 · Cable Line	675	2,000	1,325	34%	
921 · Electric	25,194	50,000	24,806	50%	
923 · Heat (Gas)	2,063	14,000	11,937	15%	
924 · Water/ Sewer	1,133	3,000	1,867	38%	
930 · Capital Projects - Teen Room	123,184	<b>125,000</b>	1,816	99%	
931 · Building Maintenance	12,453	80,000	67,547	16%	
931.1 · Janitorial Supplies	1,610	4,000	2,390	40%	
931.2 · Lawn Care	5,263	18,000	12,737	29%	
931.3 · Snow Removal	0	9,000	9,000	0%	
931.5 · Janitorial Services	11,621	30,000	18,379	39%	
<b>Total III - Building Operations</b>	<b>183,707</b>	<b>338,500</b>	<b>154,793</b>	<b>54%</b>	<b>213,500</b>
<b>IV - Services</b>					
730 · Membership Dues	1,576	<b>1,600</b>	24	99%	
731 · Bank Service Charge	230	900	670	26%	
801 · Professional Services	10,732	<b>11,000</b>	268	98%	
801.2 · Collection Agency	187	600	413	31%	
801.3 · Accountant	10,154	24,000	13,846	42%	
802 · Audit	8,500	8,500	0	100%	
860 · Travel/Conferences	6,220	11,000	4,780	57%	
911 · Insurance	21,681	<b>22,000</b>	319	99%	
975.5 · Master Gardener	25	100	75	25%	
981 · Printing	0	3,600	3,600	0%	
<b>Total IV - Services</b>	<b>59,305</b>	<b>83,300</b>	<b>23,995</b>	<b>71%</b>	<b>70,700</b>
<b>V - Cooperative Services</b>					
804 · Cooperative Fees	10,437	23,000	12,563	45%	
982 · Delivery (LLC Cost)	1,389	2,800	1,411	50%	
<b>Total V - Cooperative Services</b>	<b>11,826</b>	<b>25,800</b>	<b>13,974</b>	<b>46%</b>	<b>25,800</b>

**Flat River Community Library - General Fund**  
**Statement of Revenues & Expenses Budget Comparison**  
 July - November 2024

	November 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
<b>VI - Programming</b>					
881 · Promotions	3,368	8,000	4,632	42%	
883 · Programs - Adult	3,368	7,000	3,632	48%	
884 · Programs - Children	1,633	6,500	4,867	25%	
884.2 · Programs-Teens	1,365	5,000	3,635	27%	
884.3 · Programs-Outreach	588	2,000	1,412	29%	
<b>Total VI - Programming</b>	<b>10,322</b>	<b>28,500</b>	<b>18,178</b>	<b>36%</b>	<b>28,500</b>
<b>VII - Materials</b>					
761.1 · Microfilm - Genealogy/MI Room	0	1,500	1,500	0%	
958 · Periodicals (Magazines & News)	490	4,500	4,010	11%	
978 · Adult	23,614	60,000	36,386	39%	
978.3 · Reference	270	500	230	54%	
978.4 · Juvenile	9,914	26,000	16,086	38%	
978.6 · Teen	5,135	10,000	4,865	51%	
978.8 · Memorials	840	1,500	660	56%	
980.4 · Lakeland Overdrive	1,207	2,400	1,193	50%	
980.6 · Digital Materials	17,156	55,000	37,844	31%	
<b>Total VII - Materials</b>	<b>58,626</b>	<b>161,400</b>	<b>102,774</b>	<b>36%</b>	<b>161,400</b>
<b>VIII - Other</b>					
885 · Friends Expense	1,820	4,000	2,180	46%	
885.2 · Friends Expense - Juvenile	2,281	5,000	2,719	46%	
887 · Beverage Supplies	455	1,250	795	36%	
888 · Bill Braman Estate		5,000	5,000	0%	
933.0 · Equipment Maintenance	7,948	12,000	4,052	66%	
975.1 · Board Expense	62	100	38	62%	
990 · Reimbursement of overpayments	862	<b>1,000</b>	138	86%	
<b>Total VIII - Other</b>	<b>13,428</b>	<b>28,350</b>	<b>14,922</b>	<b>47%</b>	<b>28,100</b>
<b>IX · Technology</b>					
933.1 · Computer System Maintenance	0	3,000	3,000	0%	
933.2 · Computer Software	3,046	8,000	4,954	38%	
933.4 · IT Support	650	2,000	1,350	33%	
933.5 · Computer Equipment	3,356	<b>3,500</b>	144	96%	
933.6 · USF Expenditure	1,130	4,500	3,370	25%	
933.7 · Hosting Digitized Microfilm	1,839	7,000	5,161	26%	
933.9 · Website Hosting	0	700	700	0%	
935 · Mobile Hotspots	6,295	9,000	2,705	70%	
935.1 · Mobile Hotspots - GPS	38,141	<b>39,000</b>	859	98%	
<b>Total IX · Technology</b>	<b>54,457</b>	<b>76,700</b>	<b>22,243</b>	<b>71%</b>	<b>71,600</b>
<b>Total Expense</b>	<b>660,975</b>	<b>1,352,500</b>	<b>691,525</b>	<b>49%</b>	<b>1,208,050</b>
<b>Net Income</b>	<b>(607,300)</b>	<b>(116,485)</b>	<b>(490,815)</b>	<b>521%</b>	<b>27,965</b>

**Flat River Community Library**  
**Income & Expense Previous Year Comparison**

Accrual Basis

July through November 2024

	Jul - Nov 24	Jul - Nov 23	\$ Change	% Change
<b>Income</b>				
<b>401 · Property Taxes</b>				
401.1 · Property Taxes - Greenville	3,967	980	2,987	305%
401.2 · Property Taxes - Eureka Twp.	(83)	0	(83)	(100)%
401.3 · Property Taxes - Fairplains Twp	(52)	0	(52)	(100)%
401.4 · Property Taxes - Montcalm Twp.	(57)	0	(57)	(100)%
<b>Total 401 · Property Taxes</b>	3,776	980	2,796	285%
<b>402 · Delinquent Taxes</b>	2	0	2	100%
<b>441 · Local Comm Stabiliz Tax Share</b>	14,785	14,161	623	4%
<b>556 · Library State Aid</b>	9,423	9,305	118	1%
<b>580.2 · Renaissance Zone</b>	20	38	(18)	(48)%
<b>655 · Book Fines</b>	1,356	2,153	(798)	(37)%
<b>656 · Printing Fees</b>	3,215	1,979	1,236	63%
<b>657 · Penal Fines</b>	0	0	0	0%
<b>658 · USF Funds</b>	2,952	3,251	(298)	(9)%
<b>664 · Interest Earned</b>	15,787	23,891	(8,104)	(34)%
<b>672 · Continuing Education</b>	0	1,600	(1,600)	(100)%
<b>675 · Contribution - Private Sources</b>	134	269	(134)	(50)%
675.31 · Friends Donations - Adult	1,530	375	1,155	308%
675.4 · Memorial Book Contributions	540	1,765	(1,225)	(69)%
675.47 · Beverage Sales	157	100	57	57%
<b>699 · GACF - Transfer In</b>	0	7,816	(7,816)	(100)%
<b>Total Income</b>	53,675	67,683	(14,008)	(21)%
<b>Expense</b>				
<b>I - Personnel</b>				
703 · Salaries	192,106	157,369	34,738	22%
703.1 · Job Search	30	72	(42)	(59)%
716 · Fringe Benefits Employee Ins.	41,277	15,314	25,964	170%
716.1 · 401(a)	4,637	2,450	2,187	89%
716.2 · Unemployment	22	17	5	29%
716.3 · Worker's Compensation	572	766	(194)	(25)%
717 · Payroll Taxes	13,948	11,595	2,353	20%
<b>Total I - Personnel</b>	252,593	187,583	65,010	35%
<b>II - Supplies</b>				
727 · Office Supplies	2,939	1,647	1,291	78%
728 · Postage	1,272	2,515	(1,243)	(49)%
728.1 · Shipping & Handling	257	185	72	39%
775 · Operating Supplies	5,377	3,160	2,217	70%
775.1 · Juvenile Operating Supplies	4,127	636	3,490	548%
977 · New Equipment	2,740	10,217	(7,477)	(73)%
<b>Total II - Supplies</b>	16,710	18,360	(1,650)	(9)%

**Flat River Community Library**  
**Income & Expense Previous Year Comparison**

Accrual Basis

July through November 2024

	Jul - Nov 24	Jul - Nov 23	\$ Change	% Change
<b>III - Building Operations</b>				
853 · Telephone	511	750	(239)	(32)%
854.5 · Cable Line	675	823	(148)	(18)%
921 · Electric	25,194	23,785	1,409	6%
923 · Heat (Gas)	2,063	6,263	(4,199)	(67)%
924 · Water/ Sewer	1,133	1,095	38	4%
930 · Capital Projects - Teen Room	123,184	0	123,184	100%
931 · Building Maintenance	12,453	26,362	(13,909)	(53)%
931.1 · Janitorial Supplies	1,610	1,177	433	37%
931.2 · Lawn Care	5,263	3,257	2,006	62%
931.3 · Snow Removal	0	72	(72)	(100)%
931.5 · Janitorial Services	11,621	6,305	5,316	84%
<b>Total III - Building Operations</b>	<b>183,707</b>	<b>69,889</b>	<b>113,818</b>	<b>163%</b>
<b>IV - Services</b>				
730 · Membership Dues	1,576	634	942	149%
731 · Bank Service Charge	230	250	(20)	(8)%
801 · Professional Services	10,732	235	10,497	4,467%
801.2 · Collection Agency	187	187	0	0%
801.3 · Accountant	10,154	8,038	2,115	26%
802 · Audit	8,500	6,900	1,600	23%
860 · Travel/Conferences	6,220	4,685	1,535	33%
911 · Insurance	21,681	13,555	8,126	60%
975.5 · Master Gardener	25	30	(5)	(17)%
<b>Total IV - Services</b>	<b>59,304</b>	<b>34,514</b>	<b>24,790</b>	<b>72%</b>
<b>V - Cooperative Services</b>				
804 · Cooperative Fees	10,437	10,003	434	4%
982 · Delivery (LLC Cost)	1,389	1,283	106	8%
<b>Total V - Cooperative Services</b>	<b>11,826</b>	<b>11,286</b>	<b>541</b>	<b>5%</b>
<b>VI - Programming</b>				
881 · Promotions	3,368	2,095	1,273	61%
883 · Programs - Adult	3,368	2,050	1,318	64%
884 · Programs - Children	1,633	1,264	368	29%
884.2 · Programs-Teens	1,365	899	466	52%
884.3 · Programs - Outreach	588	0	588	100%
<b>Total VI - Programming</b>	<b>10,322</b>	<b>6,309</b>	<b>4,013</b>	<b>64%</b>
<b>VII - Materials</b>				
958 · Periodicals (Magazines&News)	490	452	38	8%
978 · Adult	23,614	20,513	3,102	15%
978.3 · Reference	270	0	270	100%
978.4 · Juvenile	9,914	8,462	1,452	17%
978.6 · Teen	5,135	2,635	2,501	95%
978.8 · Memorials	840	751	89	12%

**Flat River Community Library**  
**Income & Expense Previous Year Comparison**

Accrual Basis

July through November 2024

	Jul - Nov 24	Jul - Nov 23	\$ Change	% Change
980.4 · Lakeland Overdrive	1,207	1,054	154	15%
980.6 · Digital Materials	17,156	11,418	5,738	50%
<b>Total VII - Materials</b>	<b>58,627</b>	<b>45,285</b>	<b>13,342</b>	<b>30%</b>
<b>VIII - Other</b>				
885 · Friends Expense	1,820	733	1,087	148%
885.2 · Friends Expense - Juvenile	2,281	3,654	(1,373)	(38)%
887 · Beverage Supplies	455	329	125	38%
933.0 · Equipment Maintenance	7,948	4,041	3,907	97%
975.1 · Board Expense	62	0	62	100%
990 · Reimbursement of overpayments	862	71	791	1,118%
<b>Total VIII - Other</b>	<b>13,428</b>	<b>8,828</b>	<b>4,600</b>	<b>52%</b>
<b>IX · Technology</b>				
933.1 · Computer System Maintenance	0	1,688	(1,688)	(100)%
933.2 · Computer Software	3,046	2,077	970	47%
933.4 · IT Support	650	0	650	100%
933.5 · Computer Equipment	3,356	244	3,112	1,276%
933.6 · USF Expenditure	1,130	1,513	(383)	(25)%
933.7 · Hosting Digitized Microfilm	1,839	2,032	(194)	(10)%
935 · Mobile Hotspots	6,296	2,578	3,717	144%
935.1 · Mobile Hotspots-GPS	38,141	0	38,141	100%
<b>Total IX · Technology</b>	<b>54,458</b>	<b>10,132</b>	<b>44,326</b>	<b>438%</b>
<b>Total Expense</b>	<b>660,975</b>	<b>392,185</b>	<b>268,790</b>	<b>69%</b>
<b>Net Income</b>	<b>(607,300)</b>	<b>(324,502)</b>	<b>(282,798)</b>	<b>(87)%</b>

**Flat River Community Library - GACF Trust Fund**  
**Profit & Loss Budget vs. Actual**  
 July through November 2024

Accrual Basis

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
663 · Interest and Dividends	0.00	6,500.00	(6,500.00)	0.0%
664 · Market Fluctuations-Income/Loss	0.00	2,700.00	(2,700.00)	0.0%
674 · Contributions - Private Sources	0.00	1,000.00	(1,000.00)	0.0%
<b>Total Income</b>	0.00	10,200.00	(10,200.00)	0.0%
<b>Expense</b>				
998 · Foundation Account Admin. Fee	0.00	2,400.00	(2,400.00)	0.0%
999 · Transfer Out	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	0.00	2,400.00	(2,400.00)	0.0%
<b>Net Income</b>	<b>0.00</b>	<b>7,800.00</b>	<b>(7,800.00)</b>	<b>0.0%</b>

# Flat River Community Library Monthly Board Invoice Total

November 2024

Accrual Basis

	Nov 24
Income	0.00
<b>Expense</b>	
<b>I - Personnel</b>	
703 · Salaries	40,292.60
716 · Fringe Benefits Employee Ins.	15,235.89
716.1 · 401(a)	883.10
716.2 · Unemployment	2.63
717 · Payroll Taxes	2,919.93
<b>Total I - Personnel</b>	59,334.15
<b>II - Supplies</b>	
727 · Office Supplies	586.85
728 · Postage	219.36
728.1 · Shipping & Handling	88.32
775 · Operating Supplies	1,278.61
775.1 · Juvenile Operating Supplies	3,561.14
977 · New Equipment	2,195.00
<b>Total II - Supplies</b>	7,929.28
<b>III - Building Operations</b>	
853 · Telephone	110.79
854.5 · Cable Line	134.98
921 · Electric	2,954.51
923 · Heat (Gas)	390.79
924 · Water/ Sewer	45.60
930 · Capital Projects - Teen Room	7,892.65
931 · Building Maintenance	4,343.74
931.1 · Janitorial Supplies	450.41
931.2 · Lawn Care	1,200.00
931.5 · Janitorial Services	2,369.00
<b>Total III - Building Operations</b>	19,892.47
<b>IV - Services</b>	
731 · Bank Service Charge	157.98
801 · Professional Services	2,723.00
801.2 · Collection Agency	49.25
801.3 · Accountant	1,846.14
802 · Audit	2,500.00
860 · Travel/Conferences	2,977.41
911 · Insurance	5,822.00
975.5 · Master Gardener	25.00
<b>Total IV - Services</b>	16,100.78
<b>VI - Programming</b>	
881 · Promotions	135.54
883 · Programs - Adult	701.12
884 · Programs - Children	498.71
884.2 · Programs-Teens	780.74
884.3 · Programs - Outreach	77.81
<b>Total VI - Programming</b>	2,193.92
<b>VII - Materials</b>	
958 · Periodicals (Magazines&News)	131.88
978 · Adult	5,852.72
978.3 · Reference	269.52
978.4 · Juvenile	1,807.90
978.6 · Teen	849.84
978.8 · Memorials	159.12
980.6 · Digital Materials	4,986.79
<b>Total VII - Materials</b>	14,057.77

**Flat River Community Library  
Monthly Board Invoice Total**

**November 2024**

Accrual Basis

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	<u>Nov 24</u>
<b>VIII - Other</b>	
885 · Friends Expense	750.00
887 · Beverage Supplies	29.99
933.0 · Equipment Maintenance	1,135.38
990 · Reimbursement of overpayme...	82.45
<b>Total VIII - Other</b>	<u>1,997.82</u>
<b>IX · Technology</b>	
933.2 · Computer Software	2,006.88
933.4 · IT Support	650.00
933.5 · Computer Equipment	1,998.91
933.6 · USF Expenditure	455.00
935 · Mobile Hotspots	251.31
935.1 · Mobile Hotspots-GPS	3,787.44
<b>Total IX · Technology</b>	<u>9,149.54</u>
<b>Total Expense</b>	<u>130,655.73</u>
<b>Net Income</b>	<u><u>-130,655.73</u></u>



**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
As of December 2, 2024

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<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Amount</u>
<b>Adams Remco</b>			
11/18/2024	INV459636	727 · Office Supplies	114.70
11/18/2024	16133	002.000 · Checking -...	-114.70
Total Adams Remco			0.00
<b>Advantage Mechanical Refrigeration, Inc.</b>			
11/03/2024	37051373	931 · Building Mainte...	2,314.95
11/03/2024	16109	002.000 · Checking -...	-2,314.95
11/30/2024	32890651	931 · Building Mainte...	1,221.25
12/02/2024	16159	002.000 · Checking -...	-1,221.25
Total Advantage Mechanical Refrigeration, Inc.			0.00
<b>Amazon</b>			
11/18/2024	116D-LQ...	978 · Adult	64.17
11/18/2024	141P-11...	887 · Beverage Supp...	29.99
11/18/2024	19WN-N...	-SPLIT-	33.16
11/18/2024	1C7X-VN...	775 · Operating Sup...	65.13
11/18/2024	1DNN-1J...	727 · Office Supplies	63.77
11/18/2024	1DNN-1J...	884 · Programs - Chi...	129.90
11/18/2024	1DQQ-C...	775 · Operating Sup...	22.98
11/18/2024	1GK-1LH...	884.2 · Programs-Te...	45.77
11/18/2024	1HDC-P6...	727 · Office Supplies	73.84
11/18/2024	1KM6-TT...	978.8 · Memorials	16.95
11/18/2024	1L73-7D...	775.1 · Juvenile Ope...	15.28
11/18/2024	1MT7-7M...	-SPLIT-	43.47
11/18/2024	1P3Y-94...	978.4 · Juvenile	17.49
11/18/2024	1QLV-79...	775.1 · Juvenile Ope...	45.00
11/18/2024	1V3L-N6...	727 · Office Supplies	96.42
11/18/2024	1V4Q-HK...	727 · Office Supplies	59.88
11/18/2024	1VDP-P3...	978.4 · Juvenile	172.09
11/18/2024	1VDP-P3...	727 · Office Supplies	-16.29
11/18/2024	1VWM-9...	-SPLIT-	481.65
11/18/2024	1WTY-LR...	883 · Programs - Adult	60.61
11/18/2024	1WW7-C...	775 · Operating Sup...	223.02
11/18/2024	1X9P-FN...	978 · Adult	234.54
11/18/2024	1Y4D-1G...	-SPLIT-	60.72
11/18/2024	1YM4-JX...	978 · Adult	124.13
11/18/2024	16132	002.000 · Checking -...	-2,163.67
Total Amazon			0.00
<b>Baker &amp; Taylor</b>			
11/03/2024	2038629...	-SPLIT-	872.27
11/03/2024	2038635...	-SPLIT-	108.00
11/03/2024	2038635...	-SPLIT-	17.99
11/03/2024	2038636...	-SPLIT-	578.55
11/03/2024	2038642...	-SPLIT-	70.83
11/03/2024	2038651...	-SPLIT-	484.87
11/03/2024	2038656...	-SPLIT-	821.72
11/03/2024	16110	002.000 · Checking -...	-2,954.23
11/18/2024	2038660...	-SPLIT-	152.80
11/18/2024	2038663...	-SPLIT-	464.99
11/18/2024	2038666...	-SPLIT-	357.40
11/18/2024	2038673...	-SPLIT-	59.60
11/18/2024	2038683...	-SPLIT-	956.85
11/18/2024	16134	002.000 · Checking -...	-1,991.64
11/30/2024	2038696...	-SPLIT-	598.33
11/30/2024	2038712...	-SPLIT-	487.95
12/02/2024	16160	002.000 · Checking -...	-1,086.28
Total Baker & Taylor			0.00
<b>Bouwhuis Supply, Inc.</b>			
11/30/2024	65451	931.1 · Janitorial Su...	161.72
12/02/2024	16161	002.000 · Checking -...	-161.72
Total Bouwhuis Supply, Inc.			0.00

**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
As of December 2, 2024

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Date	Num	Split	Amount
<b>Broad Reach Books</b>			
11/30/2024	ARU0380...	-SPLIT-	184.65
12/02/2024	16162	002.000 · Checking -...	-184.65
Total Broad Reach Books			0.00
<b>Center Point Publishing</b>			
11/18/2024	2109215	978 · Adult	145.02
11/18/2024	16135	002.000 · Checking -...	-145.02
Total Center Point Publishing			0.00
<b>Charter Communications</b>			
11/18/2024	8214820...	854.5 · Cable Line	134.98
11/18/2024	16136	002.000 · Checking -...	-134.98
Total Charter Communications			0.00
<b>City of Greenville</b>			
11/18/2024	9.15.24-1...	924 · Water/ Sewer	45.60
11/18/2024	16137	002.000 · Checking -...	-45.60
Total City of Greenville			0.00
<b>Cohen, Bevin</b>			
11/03/2024	Prgm: Ma...	885 · Friends Expense	250.00
11/03/2024	16111	002.000 · Checking -...	-250.00
Total Cohen, Bevin			0.00
<b>Consumer's Energy</b>			
11/18/2024	2070592...	921 · Electric	2,954.51
11/18/2024	16138	002.000 · Checking -...	-2,954.51
Total Consumer's Energy			0.00
<b>Crosby &amp; Henry</b>			
11/03/2024	10.18.24 ...	911 · Insurance	17,381.00
11/03/2024	16112	002.000 · Checking -...	-17,381.00
Total Crosby & Henry			0.00
<b>Day Accounting &amp; Tax Service</b>			
11/03/2024	Intuit 202...	933.2 · Computer So...	1,484.00
11/03/2024	16131	002.000 · Checking -...	-1,484.00
Total Day Accounting & Tax Service			0.00
<b>Demco, Inc.</b>			
11/18/2024	7564564	-SPLIT-	100.09
11/18/2024	16139	002.000 · Checking -...	-100.09
11/30/2024	7566647	-SPLIT-	273.62
12/02/2024	16163	002.000 · Checking -...	-273.62
Total Demco, Inc.			0.00
<b>DTE Energy</b>			
11/18/2024	10.1.24 - ...	923 · Heat (Gas)	390.79
11/18/2024	16140	002.000 · Checking -...	-390.79
Total DTE Energy			0.00
<b>Foster, Swift, Collins &amp; Smith, P.C.</b>			
11/18/2024	899537	801 · Professional S...	2,723.00
11/18/2024	16141	002.000 · Checking -...	-2,723.00
Total Foster, Swift, Collins & Smith, P.C.			0.00

**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
**As of December 2, 2024**

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<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Amount</u>
<b>Four Season's Exterminating</b>			
11/18/2024	448454	931 · Building Mainte...	42.00
11/18/2024	16142	002.000 · Checking -...	-42.00
Total Four Season's Exterminating			0.00
<b>Friends of the FRCL - Bookstore</b>			
11/03/2024	Oct CC S...	990 · Reimbursemen...	66.50
11/03/2024	16113	002.000 · Checking -...	-66.50
Total Friends of the FRCL - Bookstore			0.00
<b>Gale</b>			
11/03/2024	85792874	978 · Adult	98.37
11/03/2024	85855767	978 · Adult	62.97
11/03/2024	16114	002.000 · Checking -...	-161.34
11/18/2024	85891170	978 · Adult	157.49
11/18/2024	85940410	978 · Adult	98.37
11/18/2024	16143	002.000 · Checking -...	-255.86
11/30/2024	85978441	978 · Adult	62.97
12/02/2024	16164	002.000 · Checking -...	-62.97
Total Gale			0.00
<b>Grand Rapids Public Library</b>			
11/18/2024	575-ZV142	990 · Reimbursemen...	15.95
11/18/2024	16144	002.000 · Checking -...	-15.95
Total Grand Rapids Public Library			0.00
<b>Great America Financial Services</b>			
11/18/2024	37790091	933.0 · Equipment M...	1,135.38
11/18/2024	16145	002.000 · Checking -...	-1,135.38
Total Great America Financial Services			0.00
<b>Greenville Area Chamber of Commerce</b>			
11/30/2024	12740	881 · Promotions	25.00
11/30/2024	12851	881 · Promotions	25.00
12/02/2024	16165	002.000 · Checking -...	-50.00
Total Greenville Area Chamber of Commerce			0.00
<b>Heimler Consulting</b>			
11/18/2024	1020	933.6 · USF Expendi...	455.00
11/18/2024	1086	933.4 · IT Support	650.00
11/18/2024	16146	002.000 · Checking -...	-1,105.00
Total Heimler Consulting			0.00
<b>Humana Life</b>			
11/03/2024	960399530	716 · Fringe Benefits...	75.05
11/03/2024	16115	002.000 · Checking -...	-75.05
11/30/2024	960399543	716 · Fringe Benefits...	83.55
12/02/2024	16166	002.000 · Checking -...	-83.55
Total Humana Life			0.00
<b>Ingram Library Services</b>			
11/03/2024	63117787	-SPLIT-	13.99
11/03/2024	63119589	-SPLIT-	842.84
11/03/2024	16116	002.000 · Checking -...	-856.83
11/18/2024	63123831	-SPLIT-	13.81
11/18/2024	67760366	-SPLIT-	68.49
11/18/2024	16147	002.000 · Checking -...	-82.30
Total Ingram Library Services			0.00

**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
As of December 2, 2024

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Date	Num	Split	Amount
<b>Isabella Bank Mastercard</b>			
11/03/2024		101 · Isabella Bank ...	12,107.49
11/03/2024	16117	002.000 · Checking -...	-12,107.49
11/30/2024		101 · Isabella Bank ...	4,263.43
12/02/2024	16167	002.000 · Checking -...	-4,263.43
Total Isabella Bank Mastercard			0.00
<b>Kanopy</b>			
11/03/2024	423343-P...	-SPLIT-	0.00
Total Kanopy			0.00
<b>Luxury Janitorial Services LLC</b>			
11/03/2024	1601	931.5 · Janitorial Ser...	2,251.00
11/03/2024	1625	931.5 · Janitorial Ser...	118.00
11/03/2024	16118	002.000 · Checking -...	-2,369.00
Total Luxury Janitorial Services LLC			0.00
<b>Maner Costerisan</b>			
11/03/2024	59188	802 · Audit	2,500.00
11/03/2024	16119	002.000 · Checking -...	-2,500.00
Total Maner Costerisan			0.00
<b>MetLife Small Business Center</b>			
11/03/2024	October 2...	716 · Fringe Benefits...	904.70
11/03/2024	16120	002.000 · Checking -...	-904.70
11/30/2024	Nov 2024	716 · Fringe Benefits...	904.70
12/02/2024	16168	002.000 · Checking -...	-904.70
Total MetLife Small Business Center			0.00
<b>MicroMarketing LLC</b>			
11/18/2024	967051	-SPLIT-	35.74
11/18/2024	16148	002.000 · Checking -...	-35.74
Total MicroMarketing LLC			0.00
<b>Midwest Tape</b>			
11/18/2024	5062725...	-SPLIT-	0.00
Total Midwest Tape			0.00
<b>Mills Janitorial Supply</b>			
11/03/2024	7781829	931.1 · Janitorial Su...	288.69
11/03/2024	16121	002.000 · Checking -...	-288.69
Total Mills Janitorial Supply			0.00
<b>Montcalm County Treasurer</b>			
11/03/2024	1118	-SPLIT-	431.45
11/03/2024	16122	002.000 · Checking -...	-431.45
Total Montcalm County Treasurer			0.00
<b>North Shade Lawn</b>			
11/18/2024	566	931.2 · Lawn Care	340.00
11/18/2024	16149	002.000 · Checking -...	-340.00
11/30/2024	523	931.2 · Lawn Care	860.00
12/02/2024	16169	002.000 · Checking -...	-860.00
Total North Shade Lawn			0.00
<b>Ohman, Tiffany</b>			
11/03/2024	Expense ...	860 · Travel/Confere...	296.90
11/03/2024	16123	002.000 · Checking -...	-296.90
11/30/2024	Expense ...	884 · Programs - Chi...	15.44
12/02/2024	16170	002.000 · Checking -...	-15.44
Total Ohman, Tiffany			0.00

**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
**As of December 2, 2024**

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Date	Num	Split	Amount
<b>Overdrive, Inc.</b>			
11/30/2024	01720CO...	980.6 · Digital Materi...	2,673.56
12/02/2024	16171	002.000 · Checking -...	-2,673.56
Total Overdrive, Inc.			0.00
<b>Palmer, Vanessa</b>			
11/30/2024	Inservice:...	860 · Travel/Confere...	60.00
12/02/2024	16172	002.000 · Checking -...	-60.00
Total Palmer, Vanessa			0.00
<b>Pathian LLC</b>			
11/18/2024	208183	716 · Fringe Benefits...	143.57
11/18/2024	16150	002.000 · Checking -...	-143.57
Total Pathian LLC			0.00
<b>Pettibone, Reg and Marcia</b>			
11/03/2024	Prgm: Au...	-SPLIT-	900.00
11/03/2024	16124	002.000 · Checking -...	-900.00
Total Pettibone, Reg and Marcia			0.00
<b>Pitchford, Veronica</b>			
11/30/2024	Mileage 7...	860 · Travel/Confere...	83.09
12/02/2024	16173	002.000 · Checking -...	-83.09
Total Pitchford, Veronica			0.00
<b>Playter, Jean E.</b>			
11/03/2024	2024 Mas...	975.5 · Master Gard...	25.00
11/03/2024	16125	002.000 · Checking -...	-25.00
Total Playter, Jean E.			0.00
<b>Priority Health Small Business Dep.</b>			
11/03/2024	2428900...	-SPLIT-	7,481.07
11/03/2024	16126	002.000 · Checking -...	-7,481.07
11/30/2024	2432100...	-SPLIT-	7,481.07
12/02/2024	16174	002.000 · Checking -...	-7,481.07
Total Priority Health Small Business Dep.			0.00
<b>Reed, Stefanie.</b>			
11/18/2024	11152024	860 · Travel/Confere...	399.92
11/18/2024	16151	002.000 · Checking -...	-399.92
Total Reed, Stefanie.			0.00
<b>Scholastic Inc.</b>			
11/03/2024	64566195	775.1 · Juvenile Ope...	1,510.32
11/03/2024	64876942	775.1 · Juvenile Ope...	43.78
11/03/2024	16127	002.000 · Checking -...	-1,554.10
11/18/2024	64695629	775 · Operating Sup...	2.82
11/18/2024	65259953	775.1 · Juvenile Ope...	6.71
11/18/2024	16152	002.000 · Checking -...	-9.53
11/30/2024	65726114	775.1 · Juvenile Ope...	3.96
12/02/2024	16175	002.000 · Checking -...	-3.96
Total Scholastic Inc.			0.00
<b>SenSource</b>			
11/30/2024	60663	977 · New Equipment	2,195.00
12/02/2024	16176	002.000 · Checking -...	-2,195.00
Total SenSource			0.00

**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
As of December 2, 2024

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<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Amount</u>
<b>Skinner, Kristin</b>			
11/03/2024	Mileage 1...	860 · Travel/Confere...	75.38
11/03/2024	16128	002.000 · Checking -...	-75.38
Total Skinner, Kristin			0.00
<b>Spratford, Becky</b>			
11/30/2024	20241FRMI	860 · Travel/Confere...	575.00
12/02/2024	16177	002.000 · Checking -...	-575.00
Total Spratford, Becky			0.00
<b>Summit Companies</b>			
11/03/2024	2744359	931 · Building Mainte...	371.00
11/03/2024	16129	002.000 · Checking -...	-371.00
Total Summit Companies			0.00
<b>Swordsmanship Museum and Academy</b>			
11/18/2024	Prgm: Me...	884.2 · Programs-Te...	300.00
11/18/2024	16153	002.000 · Checking -...	-300.00
Total Swordsmanship Museum and Academy			0.00
<b>T-Mobile</b>			
11/18/2024	9.25.24 - ...	-SPLIT-	362.10
11/18/2024	16154	002.000 · Checking -...	-362.10
Total T-Mobile			0.00
<b>The Book Farm LLC</b>			
11/03/2024	ERG1476...	978.4 · Juvenile	22.45
11/03/2024	16130	002.000 · Checking -...	-22.45
11/30/2024	ERG14763	-SPLIT-	187.94
11/30/2024	ERG1476...	978.4 · Juvenile	164.97
12/02/2024	16178	002.000 · Checking -...	-352.91
Total The Book Farm LLC			0.00
<b>Unique Management Services, Inc.</b>			
11/18/2024	6132714	801.2 · Collection Ag...	49.25
11/18/2024	16155	002.000 · Checking -...	-49.25
Total Unique Management Services, Inc.			0.00
<b>TOTAL</b>			<b>0.00</b>

**Flat River Community Library**  
**Credit Card Journal**  
**November 2024**

Trans #	Type	Date	Name	Account	Debit	Credit
49812	Credit Card...	11/03/2	OTC Brands OTC Brands	101 · Isabella Bank Credit Card 884 · Programs - Children	145.73	145.73
					145.73	145.73
49813	Credit Card...	11/03/2	Meijer Meijer	101 · Isabella Bank Credit Card 884 · Programs - Children	122.67	122.67
					122.67	122.67
49814	Credit Card...	11/03/2	Meijer Meijer	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	39.65	39.65
					39.65	39.65
49815	Credit Card...	11/03/2	Walmart Walmart	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	73.18	73.18
					73.18	73.18
49816	Credit Card...	11/03/2	Meijer Meijer	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	27.25	27.25
					27.25	27.25
49817	Credit Card...	11/03/2	Vroom Delivery Vroom Delivery	101 · Isabella Bank Credit Card 884 · Programs - Children	15.36	15.36
					15.36	15.36
49818	Credit Card...	11/03/2	OTC Brands OTC Brands	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	17.97	17.97
					17.97	17.97
49819	Credit Card...	11/03/2	American Button American Button	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	117.53	117.53
					117.53	117.53
49820	Credit Card...	11/03/2	Meijer Meijer	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	178.05	178.05
					178.05	178.05
49821	Credit Card...	11/03/2	Interioricons Interioricons	101 · Isabella Bank Credit Card 930 · Capital Projects - Teen Room	7,892.65	7,892.65
					7,892.65	7,892.65
49822	Credit Card...	11/03/2	El Jalapeno El Jalapeno	101 · Isabella Bank Credit Card 860 · Travel/Conferences	228.46	228.46
					228.46	228.46
49823	Credit Card...	11/03/2	Amazon Amazon	101 · Isabella Bank Credit Card 978 · Adult	47.98	47.98
					47.98	47.98
49824	Credit Card...	11/03/2	Best Buy Best Buy	101 · Isabella Bank Credit Card 933.5 · Computer Equipment	649.99	649.99
					649.99	649.99
49825	Credit Card...	11/03/2	Meijer Meijer	101 · Isabella Bank Credit Card 860 · Travel/Conferences	10.98	10.98
					10.98	10.98
49826	Credit Card...	11/03/2	Best Buy Best Buy	101 · Isabella Bank Credit Card 933.5 · Computer Equipment	149.99	149.99
					149.99	149.99

**Flat River Community Library**  
**Credit Card Journal**  
**November 2024**

Trans #	Type	Date	Name	Account	Debit	Credit
49827	Credit Card...	11/03/2	Best Buy Best Buy	101 · Isabella Bank Credit Card 933.5 · Computer Equipment	119.99	119.99
					119.99	119.99
49828	Credit Card...	11/03/2	Koalendar Koalendar	101 · Isabella Bank Credit Card 933.2 · Computer Software	83.88	83.88
					83.88	83.88
49829	Credit Card...	11/03/2	Winter Inn Winter Inn	101 · Isabella Bank Credit Card 883 · Programs - Adult	52.86	52.86
					52.86	52.86
49830	Credit Card...	11/03/2	Amazon Amazon Amazon	101 · Isabella Bank Credit Card 775 · Operating Supplies 931 · Building Maintenance	52.38 16.27	68.65
					68.65	68.65
49832	Credit Card...	11/03/2	Amazon Amazon Amazon Amazon	101 · Isabella Bank Credit Card 775 · Operating Supplies 931 · Building Maintenance 978 · Adult	37.69 127.90 18.59	184.18
					184.18	184.18
49833	Credit Card...	11/03/2	Facebook Facebook	101 · Isabella Bank Credit Card 881 · Promotions	8.95	8.95
					8.95	8.95
49835	Credit Card...	11/03/2	Hobby Lobby Hobby Lobby	101 · Isabella Bank Credit Card 883 · Programs - Adult	13.47	13.47
					13.47	13.47
49836	Credit Card...	11/03/2	BC Pizza BC Pizza	101 · Isabella Bank Credit Card 884 · Programs - Children	6.18	6.18
					6.18	6.18
49837	Credit Card...	11/03/2	Amazon Amazon Amazon Amazon Amazon	101 · Isabella Bank Credit Card 775 · Operating Supplies 881 · Promotions 727 · Office Supplies 931 · Building Maintenance 933.5 · Computer Equipment	20.78 18.51 120.17 120.77 58.99	339.22
					339.22	339.22
49838	Credit Card...	11/03/2	Miro.com Miro.com	101 · Isabella Bank Credit Card 933.2 · Computer Software	21.00	21.00
					21.00	21.00
49839	Credit Card...	11/03/2	Amazon Amazon Amazon	101 · Isabella Bank Credit Card 775 · Operating Supplies 933.5 · Computer Equipment	43.03 449.98	493.01
					493.01	493.01
49840	Credit Card...	11/03/2	Gimlet Dot Gimlet Dot	101 · Isabella Bank Credit Card 933.2 · Computer Software	29.00	29.00
					29.00	29.00
49841	Credit Card...	11/03/2	Walmart Walmart	101 · Isabella Bank Credit Card 883 · Programs - Adult	109.25	109.25
					109.25	109.25



**Flat River Community Library  
Credit Card Journal  
November 2024**

Trans #	Type	Date	Name	Account	Debit	Credit
49842	Credit Card...	11/03/2	Beginners Stained Glass Beginners Stained Glass	101 · Isabella Bank Credit Card 860 · Travel/Conferences	65.00	65.00
					65.00	65.00
49843	Credit Card...	11/03/2	Library Works Library Works	101 · Isabella Bank Credit Card 860 · Travel/Conferences	49.00	49.00
					49.00	49.00
49844	Credit Card...	11/03/2	Google Google	101 · Isabella Bank Credit Card 933.2 · Computer Software	180.00	180.00
					180.00	180.00
49845	Credit Card...	11/03/2	The Library Store The Library Store	101 · Isabella Bank Credit Card 775 · Operating Supplies	288.16	288.16
					288.16	288.16
49846	Credit Card...	11/03/2	Postmaster Postmaster	101 · Isabella Bank Credit Card 728 · Postage	107.44	107.44
					107.44	107.44
49847	Credit Card...	11/03/2	MLive Media Group MLive Media Group	101 · Isabella Bank Credit Card 958 · Periodicals (Magazines&Ne...	131.88	131.88
					131.88	131.88
49848	Credit Card...	11/03/2	Pospaper.com Pospaper.com	101 · Isabella Bank Credit Card 775 · Operating Supplies	67.95	67.95
					67.95	67.95
50059	Credit Card...	11/30/2	Meijer Meijer	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	134.61	134.61
					134.61	134.61
50060	Credit Card...	11/30/2	Lakeshore Learning Materials Lakeshore Learning Materials	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	9.97	9.97
					9.97	9.97
50061	Credit Card...	11/30/2	OTC Brands OTC Brands	101 · Isabella Bank Credit Card 884 · Programs - Children	16.58	16.58
					16.58	16.58
50062	Credit Card...	11/30/2	OTC Brands OTC Brands	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	444.74	444.74
					444.74	444.74
50063	Credit Card...	11/30/2	Meijer Meijer Meijer Meijer	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies 884 · Programs - Children 884.3 · Programs - Outreach	8.80 5.25 17.99	32.04
					32.04	32.04
50064	Credit Card...	11/30/2	Lakeshore Learning Materials Lakeshore Learning Materials	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	1,149.50	1,149.50
					1,149.50	1,149.50
50065	Credit Card...	11/30/2	Hobby Lobby Hobby Lobby	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	37.37	37.37
					37.37	37.37

**Flat River Community Library**  
**Credit Card Journal**  
**November 2024**

Trans #	Type	Date	Name	Account	Debit	Credit
50066	Credit Card...	11/30/2	OTC Brands OTC Brands	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	10.57	10.57
					10.57	10.57
50067	Credit Card...	11/30/2	Meijer Meijer	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	55.41	55.41
					55.41	55.41
50068	Credit Card...	11/30/2	Hobby Lobby Hobby Lobby	101 · Isabella Bank Credit Card 883 · Programs - Adult	26.96	26.96
					26.96	26.96
50069	Credit Card...	11/30/2	Pink Pueblo Pink Pueblo	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	6.00	6.00
					6.00	6.00
50070	Credit Card...	11/30/2	Walmart Walmart	101 · Isabella Bank Credit Card 884.3 · Programs - Outreach	59.82	59.82
					59.82	59.82
50071	Credit Card...	11/30/2	Amazon Amazon	101 · Isabella Bank Credit Card 933.5 · Computer Equipment	309.98	309.98
					309.98	309.98
50072	Credit Card...	11/30/2	Bushell's Kitchen Bushell's Kitchen	101 · Isabella Bank Credit Card 860 · Travel/Conferences	54.28	54.28
					54.28	54.28
50073	Credit Card...	11/30/2	Joanne Fabric & Craft Joanne Fabric & Craft	101 · Isabella Bank Credit Card 881 · Promotions	19.71	19.71
					19.71	19.71
50074	Credit Card...	11/30/2	Traverse City Parking Traverse City Parking	101 · Isabella Bank Credit Card 860 · Travel/Conferences	3.00	3.00
					3.00	3.00
50075	Credit Card...	11/30/2	Grand Traverse Resort Grand Traverse Resort	101 · Isabella Bank Credit Card 860 · Travel/Conferences	8.53	8.53
					8.53	8.53
50076	Credit Card...	11/30/2	Crepes and Co. Crepes and Co.	101 · Isabella Bank Credit Card 860 · Travel/Conferences	33.60	33.60
					33.60	33.60
50077	Credit Card...	11/30/2	Grand Traverse Resort Grand Traverse Resort	101 · Isabella Bank Credit Card 860 · Travel/Conferences	8.53	8.53
					8.53	8.53
50078	Credit Card...	11/30/2	Grand Traverse Resort Grand Traverse Resort	101 · Isabella Bank Credit Card 860 · Travel/Conferences	8.53	8.53
					8.53	8.53
50079	Credit Card...	11/30/2	Thrift Books Thrift Books	101 · Isabella Bank Credit Card 978.3 · Reference	48.26	48.26
					48.26	48.26
50080	Credit Card...	11/30/2	Grand Traverse Resort Grand Traverse Resort	101 · Isabella Bank Credit Card 860 · Travel/Conferences	429.26	429.26
					429.26	429.26

**Flat River Community Library**  
**Credit Card Journal**  
**November 2024**

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
50081	Credit Card...	11/30/2	Chicago Books & Journals Chicago Books & Journals	101 · Isabella Bank Credit Card 884 · Programs - Children	28.61	28.61
					28.61	28.61
50082	Credit Card...	11/30/2	Meijer Meijer	101 · Isabella Bank Credit Card 881 · Promotions	38.37	38.37
					38.37	38.37
50085	Credit Card...	11/30/2	Winter Inn Winter Inn	101 · Isabella Bank Credit Card 883 · Programs - Adult	37.97	37.97
					37.97	37.97
50086	Credit Card...	11/30/2	United Airlines United Airlines	101 · Isabella Bank Credit Card 860 · Travel/Conferences	289.97	289.97
					289.97	289.97
50087	Credit Card...	11/30/2	Southwest Airlines Southwest Airlines	101 · Isabella Bank Credit Card 860 · Travel/Conferences	297.98	297.98
					297.98	297.98
50088	Credit Card...	11/30/2	Chicago Books & Journals Chicago Books & Journals	101 · Isabella Bank Credit Card 978.3 · Reference	68.76	68.76
					68.76	68.76
50089	Credit Card...	11/30/2	Postmaster Postmaster	101 · Isabella Bank Credit Card 728 · Postage	38.92	38.92
					38.92	38.92
50090	Credit Card...	11/30/2	Amazon Amazon	101 · Isabella Bank Credit Card 978.3 · Reference	44.50	44.50
					44.50	44.50
50092	Credit Card...	11/30/2	Gimlet Dot Gimlet Dot	101 · Isabella Bank Credit Card 933.2 · Computer Software	29.00	29.00
					29.00	29.00
50093	Credit Card...	11/30/2	Google Google	101 · Isabella Bank Credit Card 933.2 · Computer Software	180.00	180.00
					180.00	180.00
50094	Credit Card...	11/30/2	The Library Store The Library Store	101 · Isabella Bank Credit Card 775 · Operating Supplies	150.65	150.65
					150.65	150.65
50095	Credit Card...	11/30/2	Postmaster Postmaster	101 · Isabella Bank Credit Card 728 · Postage	73.00	73.00
					73.00	73.00
50097	Credit Card...	11/09/2		101 · Isabella Bank Credit Card 731 · Bank Service Charge	157.98	157.98
					157.98	157.98
<b>TOTAL</b>					<b><u>16,479.47</u></b>	<b><u>16,479.47</u></b>

**Director's Report**  
**December Board Meeting**  
**Dec 11, 2024**

**Programs:**

Drop-In Tech Help - 11/1 - 1  
Happy Bookers Book Club - 11/5 - 10  
Preschool Storytime - 11/5 - 38  
Mini Movers - 11/6 - 36  
TAB Meeting - 11/6 - 17  
Silent Book Club - 11/6 - 6  
Block Party Day (All Ages) - 11/7 - 25  
Flat River Writers Group - 11/11 - 5  
Preschool Storytime - 11/12 - 34  
Pizza & Pages - 11/12 - 20  
Mini Movers - 11/13 - 50  
Teen Game Night - 11/14 - 18  
Pumpkin Pie Bunting Take & Make - 11/14 - 52  
Making Herbal Teas, Tinctures & Oils - 11/14 - 45  
Tween Switch Night - 11/18 - 12  
Pizza & Pages - 11/19 - 25  
Mini Movers - 11/20 - 23  
TAB Meeting - 11/20 - 17  
Reg Pettibone's Authentic Native American Stories & Dances - 11/21 - 24  
Pirate Cutlass Class - 11/25 - 11  
Preschool Storytime - 11/26 - 16  
Mini Movers - 11/27 - 27

**General:**

We are getting ready to release our Winter 2025 program calendars, and what a busy season it will be! Tiffany and Kristin have put together a very full and engaging season of programs. Our programming has become so robust and varied that we are considering shifting our program calendar cadence for the fall season to release more frequently, perhaps monthly or bimonthly, to improve turn-around of info for all of our patrons. We are excited and gratified that our program engagement has been such that our attendance grows as we add new offerings.

We also start our Winter Reading Program on January 6th. Veronica has put together a fun and unique concept on the theme of "Alice in Winter Wonderland," with a bingo-style reading challenge and building decorations to match. The program will run through March 1.

Cass and I met with staff from the Greenville Area Recreation Center about co-hosting their next Renaissance Faire in September 2025 on the Black Field property. We are excited about the prospect, and look forward to the many opportunities for collaboration with local organizations that our new space will afford us.

The Staff In-Service day on November 15 was a great success. Staff learned a great deal and were very pleased with the presentations from Becky Spratford and David Grundy. The session with Vanessa Palmer, who will also be doing several yoga programs for us in the spring, was wonderfully therapeutic for the staff and we all left the day feeling refreshed and calm.

Additionally, significant time was spent generating action items/projects for our 2025 Strategic Plan. I am reviewing them and prioritizing them now, and we should have something concrete for the board to review in January.

I presented a webinar on behalf of the Michigan Library Association on November 8, on the topic “Amplifying Voices: Using Podcasts for Library Outreach and Advocacy.”

Danielle and I have been working on a weeding project in the adult nonfiction section. Much of this section has not been reviewed in almost 10 years, and nonfiction weeding also gives the opportunity to determine in what topics our collection is out of date or insufficient. I have been making new nonfiction purchases to supplement some of these areas as I review the materials getting weeded.

The week of December 16th will be our annual dollar bag book sale, composed primarily of weeded materials we have put in storage over the year. This gives patrons the opportunity to give a second life to materials we’ve decommissioned in order to provide new materials and offerings for our patrons.

Cass attended the Library Marketing Conference (and flew back very late to be at the staff in-service the next day!). Her focus was on-session building her social media and designing skills, and I look forward to seeing its outcomes.

Cass also took part in the GMS Reality Store program they do each year the week of Thanksgiving break. This program provides a valuable opportunity for those kids to see what goes into making difficult budgeting decisions and all the factors that go into financial planning as an adult.

Kristin has revived our Keep Warm tree for this cold weather season, producing and providing hats and mittens for anyone in need of those supplies.

#### **Building & Grounds:**

The teen space furniture has been slowly coming in, and our Work Study staffer, Emmie, has been doing a great job getting those items constructed and ready. We have tentatively opened the space for use, and the TAB group would like to conduct a formal open house in the new year, once the space is closer to complete.

Aaron from Nugent has come in a couple of times to complete further work with the Stafford Room and the replacement windows.

Carpet cleaning throughout the building will be completed in December.

#### **Friends of the Library:**

The Friends of the Library passed their 2025 budget with generous increases in funding for FRCL Summer Reading programming as well as general gifts to the library. They also passed a funding request for about \$1900 for a variety of adult programs upcoming in the Winter 2025 season.

#### **Staff:**

Veronica has been prepping the Winter Reading program as well as the Staff Professional Development Challenge for 2025.

Tim continues to plan for Museum collaboration and cataloging nonfiction materials.

Tiffany has prepared her schedule for the upcoming season and is working with Josie on organizing the youth storage area.

Kristin attended multiple sessions on summer reading program in anticipation of giving the adult side fresh eyes in the upcoming season.

Danielle continues to weed the adult nonfiction section and processing.

Cass is planning for some spring outreach programming, in addition to attending the conference in November.

Josie made a lot of progress on the youth storage space, and is prepping for a Teddy Bear Sleepover program in January.

Kamey reviewed and wrote a lot of the new Hot Spot and Infestation policies, and is working on ways to improve the newsletter.

Michelle has been reviewing hot spots and keeping them up to date.

Christine has been working on reference interview training.

Cara is completing book repairs and finalizing our new logo.

Rachel has made great progress growing in her circulation skills.

Sam is building her skills on various digital resources that we provide.

**Memorials:**

<b>Honoree</b>	<b>Donor</b>
John Roy	Angela Violet
Karen Sheppard	Per Gradus Club
<b>Total</b>	<b>\$125</b>

**Meetings/Events:**

- 11/5 - Greenville Rotary
- 11/7 - Montcalm County Directors meeting
- 11/7 - Friends Meeting
- 11/8 - Webinar presentation for MLA
- 11/12 - MARC Board Meeting
- 11/12 - Greenville Rotary
- 11/14 - Lakeland Board and Advisory Council meeting
- 11/15 - Staff In-Service Day
- 11/19 - Greenville Rotary

FLAT RIVER COMMUNITY LIBRARY  
MOBILE HOT SPOT POLICY

Purpose: To set policy for mobile hotspot cardholder circulation and use.

Scope: Applies to Flat River Community Library general use mobile hotspot devices.  
(Student Hot Spots follow the Student Hot Spot Policy.)

1. Eligibility
  - a. Mobile hotspots are available to eligible cardholders aged eighteen (18) or older with an account in good standing, open for at least 7 days.
    - i. Eligible cardholders include:
      1. Lakeland Cooperative Member Library cardholders.
      2. Non-Resident cardholders who have purchased digital services.
2. Loan Period and Renewal
  - a. Mobile hotspots are eligible to be placed on hold by standard LLC cardholders.
    - i. Only the cardholder who requested the hold may borrow the mobile hotspot. No one else, even if they have signed a borrower agreement, may check out the mobile hotspot for them.
  - b. Mobile hotspots have a loan period of seven (7) days.
  - c. No renewals are permitted in order to maximize availability for other cardholders.
3. Late Fees and Replacement Costs
  - a. Overdue fines: \$1.00 per day.
  - b. Mobile hotspots that are overdue by one (1) day will be deactivated remotely. The cardholder may be charged a \$5 deactivation fee.
  - c. Mobile hotspots that are overdue by five (5) days will be billed.
  - d. If the mobile hotspot is lost, stolen or damaged, a replacement fee of \$106.99 will be charged to the cardholders account.
4. Usage Guidelines
  - a. One mobile hotspot may be borrowed per household. Up to six (6) devices can be connected to the same mobile hotspot simultaneously.
  - b. Mobile hotspots are intended for legal, personal use only; any illegal activity or violation of library policies can result in loss of borrowing privileges.
  - c. Mobile hotspot and all accessories must be returned by the due date to avoid potential loss of borrowing privileges.
    - i. Mobile hotspots will not be considered returned until all items associated with it have been returned to the Flat River Community Library.

- d. Cardholders are responsible for ensuring the mobile hotspot remains in their care throughout the loan period.
  - i. Keep the mobile hotspot in a safe, temperature-controlled environment.
  - ii. Do not attempt to open the mobile hotspot for any reason. Hotspots returned without the battery or SIM card will be considered damaged.
  - iii. Do not attempt to change the settings or password on the mobile hotspot.
  - iv. Damage to or tampering with the hot spot device may result in loss of borrowing privileges.
  
5. Violation of the usage guidelines may result in the following:
  - a. Two (2) late returns of any device may result in suspended borrowing privileges of mobile hotspots for 30 days.
  - b. Three (3) late returns of any device may result in suspended borrowing privileges of mobile hotspots for 90 days.
  - c. Four (4) late returns of any device may result in suspended borrowing privileges of mobile hotspots permanently.
  - d. Lost, stolen or damaged devices may result in suspended borrowing privileges of mobile hotspots as listed above.
  - e. Suspension or revocation of hot spot borrowing privileges is at the discretion of the library director.
  
6. Technical Support
  - a. Library staff can provide basic technical support.
  - b. If the mobile hotspot is not functional, return to the Flat River Community Library immediately.
  
7. Returns
  - a. Return mobile hotspots at the circulation desk inside the library building. Do not place them in the outside book return, as this may result in damage and fees, for which the patron will be held responsible.

By borrowing a mobile hotspot, you agree to comply with this policy. Non-compliance may lead to fines, replacement fees, and suspension of borrowing privileges.



## FLAT RIVER COMMUNITY LIBRARY INFESTATION POLICY

Purpose: The Flat River Community Library (FRCL) promotes responsible lifelong use of its materials and facilities, with minimal barriers to facilitate fair and equitable sharing of these resources. This policy aims to ensure that shared collections and facilities remain free of invasive pests which may pose a threat to the health and safety of cardholders, community members, materials and facilities.

1. Preventive Measures: FRCL recognizes that cardholders, community members and staff alike have a role to play in controlling pests in our community.
  - a. Education: Staff are trained in basic pest detection, containment, elimination and prevention.
  - b. Routine Inspections: Staff will regularly inspect returned materials for signs of infestation.
  - c. Cleaning Practices: Library spaces will be cleaned frequently using pest preventive measures.
  
2. Response to Infestations
  - a. Identified Infestations in FRCL Materials:
    - i. Items showing signs of infestation will be quarantined and treated. Following treatment and prior to re-shelving, materials are re-inspected to ensure that the potential for damage and/or infestation is sufficiently mitigated.
    - ii. Materials returned to the Library with detected presence of live or dead pests or pest debris may be discarded at the discretion of the Library. In cases involving a pest-damaged item which requires discarding, the Library will not necessarily charge patrons for the damaged item(s); however, in some extreme and/or repeat cases, the Library does reserve the right to charge for damaged and/or discarded items.
    - iii. Cardholders who return infested items may be notified and guided on next steps, which may include suspension of visiting the facility and material borrowing privileges until the infestation is resolved.
      1. One (1) occasion of infested materials returned may result in suspended borrowing and facilities privileges for 30 days.
      2. Two (2) occasions of infested materials returned may result in suspended borrowing and facilities privileges for 90 days.
      3. Further occurrences will be dealt with at the discretion of the library director, and may result in longer suspension of privileges.
    - iv. Cardholders may resume privileges upon providing clear proof that the infestation has ceased.

- b. Infestations in Personal Belongings:
    - i. If signs of infestation are observed in a cardholder's belongings within the Library, staff will discreetly notify the individual and request the items be removed from the premises.
    - ii. During a suspension of borrowing privileges, the cardholder may only use the facility if all personal effects and belongings are free of infestation.
  - c. Infestations in Library Spaces:
    - i. Upon discovery of pests in the Library, the affected area will be temporarily closed and treated to ensure the infestation is eradicated.
3. Cardholder Responsibilities
- a. Care for Borrowed Materials:
    - i. Upon discovery of pests or pest debris, the cardholder will take the following action:
      - 1. Do not put these items into any book drop.
      - 2. If the materials are inside the Library, immediately bring the materials to a staff member and inform the staff member of the possible infestation.
      - 3. If the materials are outside the Library and in possession of the cardholder, place them into a sealable plastic bag and tape the bag closed. Return the materials directly to a staff member and inform them of the possible infestation.
        - a. Cardholders are prohibited from self-treating, including heating Library materials that have a possible infestation. Materials damaged by cardholders attempting to self-treat the materials will be considered as damaged items.
4. Community Members Responsibilities
- a. Donors are kindly asked to inspect materials prior to donating them to the Library. Library staff will perform infestation inspections on any and all donated material and items.
5. Staff Responsibilities
- a. Response Procedures: Staff will follow established procedures to address infestations professionally and respectfully.
  - b. Suspension of Privileges: Any incident of infestation will be reported to the library director. The library director will formalize or lift any cardholder suspensions as appropriate and in accordance with this policy.



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October 1, 2024

To the Board of Trustees of the  
Flat River Community Library  
Greenville, Michigan

We have audited the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of Flat River Community Library (the Library) for the year ended June 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 9, 2024. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Matters

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Flat River Community Library are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the fiscal year ended June 30, 2024. We noted no transactions entered into by the Flat River Community Library during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's calculation of the percentages for current and noncurrent compensated absences liability is based on an estimate of the percentage of employees' use of compensated absences.

Management's calculation of depreciation and amortization expense for the current period is based on an estimate of the useful lives of capital assets and right-to-use assets.

The Library's assets held by the Foundation are carried at their estimated fair value at year-end. Fair value is defined as the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date (year-end).

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 1, 2024.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Flat River Community Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### Other Matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of the management and members of the Board of Trustees of Flat River Community Library and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Maney Costeiran PC*

**FLAT RIVER COMMUNITY LIBRARY  
GREENVILLE, MICHIGAN**

**REPORT ON FINANCIAL STATEMENTS  
(with required supplementary information)**

**YEAR ENDED JUNE 30, 2024**



**FLAT RIVER COMMUNITY LIBRARY  
GREENVILLE, MICHIGAN  
JUNE 30, 2024**

**BOARD OF TRUSTEES**

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Pam Nichols	Vice-President
Laurel Christensen	Secretary
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Douglas Crowley	Trustee
Vanessa Marr	Trustee
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## INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of the  
Flat River Community Library  
Greenville, Michigan

### **Report on the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Flat River Community Library, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Flat River Community Library's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the Flat River Community Library, as of June 30, 2024, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Flat River Community Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Flat River Community Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Flat River Community Library's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Flat River Community Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as identified in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Maney Costeiran PC*

October 1, 2024

## **FLAT RIVER COMMUNITY LIBRARY MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of Flat River Community Library, we offer this discussion and analysis of the activities of the Library for the year ended June 30, 2024.

The discussion and analysis of financial performance provides an overview of the Library's financial activities for the fiscal year ended June 30, 2024. Please read it in conjunction with the Library's financial statements, which will immediately follow this section.

### **Financial Highlights**

The following represent the most significant financial highlights for the year ending June 30, 2024:

- The assets of the Library exceeded its liabilities at the end of the fiscal year by \$5,081,094 (net position) at the government-wide level.
- The Library's total net position increased by \$144,049 as a result of current year activity at the government-wide level.
- At the close of the fiscal year, the Library's governmental funds reported a combined fund balance of \$3,333,213.

### **Using this Annual Report**

This annual report consists of a series of financial statements. The statement of net position and the statement of activities provide information about the activities of the Flat River Community Library as a whole and present a longer-term view of the Library's finances.

The fund financial statements present a short-term view; they tell us how the taxpayer's resources were spent during the year, as well as how much is available for future spending. Fund financial statements also report the operations of the Library in more detail than the government-wide financial statements by providing information about the Library's most significant funds.

**FLAT RIVER COMMUNITY LIBRARY  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**The Library as a Whole**

The following table shows, in a condensed comparative format, the net position as of June 30, 2024 and 2023.

	<u>2024</u>	<u>2023</u>
<b>ASSETS</b>		
Current and other assets	\$ 3,370,998	\$ 3,159,262
Capital assets	<u>1,783,546</u>	<u>1,869,610</u>
<b>TOTAL ASSETS</b>	<u>5,154,544</u>	<u>5,028,872</u>
<b>LIABILITIES</b>		
Current liabilities	53,262	63,335
Noncurrent liabilities	<u>20,188</u>	<u>28,492</u>
<b>TOTAL LIABILITIES</b>	73,450	91,827
<b>NET POSITION</b>		
Net investment in capital assets	1,755,054	1,833,199
Restricted	171,213	158,942
Unrestricted	<u>3,154,827</u>	<u>2,944,904</u>
<b>TOTAL NET POSITION</b>	<u>\$ 5,081,094</u>	<u>\$ 4,937,045</u>

The following table shows the changes in net position in a comparative format for the years ending June 30, 2024 and June 30, 2023, respectively.

	<u>2024</u>	<u>2023</u>
<b>REVENUES</b>		
General revenue		
Property taxes	\$ 1,019,792	\$ 950,083
State aid	18,479	18,192
Penal fines	92,341	83,717
Investment earnings	106,384	53,973
Miscellaneous	1,600	1,600
Program revenue		
Charges for service	10,331	8,371
Operating grants and contributions	<u>41,828</u>	<u>37,911</u>
<b>TOTAL REVENUES</b>	<u>1,290,755</u>	<u>1,153,847</u>
<b>PROGRAM EXPENSES</b>		
Library services/operations	<u>1,146,706</u>	<u>996,511</u>
<b>Change in Net Position</b>	<u>\$ 144,049</u>	<u>\$ 157,336</u>

**FLAT RIVER COMMUNITY LIBRARY  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Governmental Activities**

The Library's governmental revenues totaled \$1,290,755 with the greatest revenue being property taxes levied by the Library and the County. Property taxes make up approximately 79% of total governmental revenue.

The Library incurred expenses of \$1,146,706 during the year. As a special purpose government, all of the governmental expenses incurred are associated with the library service function.

**The Library's Funds**

The analysis of the Library's governmental funds begins on page 11, following the government-wide financial statements. The fund financial statements provide detailed information about the specific funds, not the Library as a whole. The Flat River Community Library's Board of Trustees may create funds to help manage money for specific purposes as well as to show accountability for certain activities.

The Library maintains two governmental funds. Information is presented in the governmental funds balance sheet and in the government funds statement of revenues, expenditures, and changes in fund balances for the Library. The General Fund is the only major fund for the fiscal year ended June 30, 2024, for financial reporting purposes as defined by GASB Statement No. 34.

The General Fund pays for the Library's governmental services. The sole service provided during the fiscal year was library services, which incurred expenditures of \$1,065,036 for the fiscal year.

The basic governmental fund financial statements can be found on pages 11 and 13 of this report.

**General Fund Budgetary Highlights**

The Library adopts an annual budget for the General Fund. A budgetary comparison schedule has been provided as required supplementary information to demonstrate compliance with this budget. Over the course of the fiscal year, the Library's Board of Trustees revised the General Fund's budget. The original budget anticipated an increase to fund balance of \$48,352. After amending the budget, the final budget anticipated an increase to fund balance of \$13,691. Actual expenditures came in approximately \$29,115 under the final budgeted amount adopted by the Library's Board of Trustees. Actual revenues were \$160,818 more than the final anticipated amount with the net change in fund balance an increase of \$211,440 after including transfers in from the Memorial Book Fund of \$7,816.

**Capital Assets and Debt Administration**

At the end of the fiscal year, the Library had \$1,783,546 invested in buildings and improvements, equipment and furniture, and books, periodicals, and videos (net of accumulated depreciation). There were capital asset additions of \$49,004 to the building and equipment during the fiscal year ended June 30, 2024. See Note 4 in the financial statements for more details related to the Library's capital assets.

The Library's indebtedness totaled \$35,665 comprised of compensated absences of \$7,173, and lease payable of \$28,492 at June 30, 2024. See Note 5 in the financial statements for more details related to the Library's long-term obligations.

**FLAT RIVER COMMUNITY LIBRARY  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Economic Factors**

Inflation has decreased the spending power of each dollar the library has. However, through careful spending, the library expects to remain solvent. State Aid and Penal fines are projected to remain at consistent amounts, that are lower than several years ago but have been consistent over the last few years. The library expects the next budget to look very similar to the current budget. The budget has increased slightly each year for the last three years and the library expects that trend to continue.

**Contacting the Library's Management**

This financial report is intended to provide our citizens, taxpayers, and library users with a general overview of the Library's finances and demonstrate the Library's accountability for the money it receives. If you have questions about this report or need additional information, please contact the Library Director at 200 West Judd Street, Greenville, Michigan 48838. Phone: 616-754-6359.

## **BASIC FINANCIAL STATEMENTS**

**FLAT RIVER COMMUNITY LIBRARY  
STATEMENT OF NET POSITION  
JUNE 30, 2024**

	Governmental Activities
<b>ASSETS</b>	
Current assets	
Cash	\$ 1,459,224
Investments	1,606,484
Assets held by foundation	171,213
Due from other governmental units	93,905
Prepaid expenses	40,172
Total current assets	3,370,998
Noncurrent assets	
Capital assets not being depreciated/amortized	22,990
Capital assets, net of accumulated depreciation/amortization	1,760,556
Total noncurrent assets	1,783,546
<b>TOTAL ASSETS</b>	<b>5,154,544</b>
<b>LIABILITIES</b>	
Current liabilities	
Accounts payable	28,984
Accrued liabilities	8,801
Compensated absences	7,173
Current portion of long-term debt	8,304
Total current liabilities	53,262
Noncurrent liabilities	
Long-term debt	20,188
<b>TOTAL LIABILITIES</b>	<b>73,450</b>
<b>NET POSITION</b>	
Net investment in capital assets	1,755,054
Restricted - memorial books	171,213
Unrestricted	3,154,827
<b>TOTAL NET POSITION</b>	<b>\$ 5,081,094</b>

See accompanying notes to financial statements.



**FLAT RIVER COMMUNITY LIBRARY  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2024**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense)</u>
		<u>Charges for</u>	<u>Operating</u>	<u>Revenues and</u>
		<u>Services</u>	<u>Grants and</u>	<u>Changes in</u>
			<u>Contributions</u>	<u>Net Position</u>
Governmental activities				
Recreation and culture	<u>\$ 1,146,706</u>	<u>\$ 10,331</u>	<u>\$ 41,828</u>	<u>\$ (1,094,547)</u>
General revenues				
Property taxes				1,019,792
State aid				18,479
Penal fines				92,341
Investment earnings				106,384
Miscellaneous				<u>1,600</u>
TOTAL GENERAL REVENUES				<u>1,238,596</u>
CHANGE IN NET POSITION				144,049
Net position, beginning of year				<u>4,937,045</u>
Net position, end of year				<u>\$ 5,081,094</u>

See accompanying notes to financial statements.

**FLAT RIVER COMMUNITY LIBRARY  
GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2024**

	<u>General</u>	<u>Nonmajor Memorial Book</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>			
Cash	\$ 1,459,224	\$ -	\$ 1,459,224
Investments	1,606,484	-	1,606,484
Assets held by foundation	-	171,213	171,213
Due from other governmental units	93,905	-	93,905
Prepays	40,172	-	40,172
	<u>40,172</u>	<u>-</u>	<u>40,172</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 3,199,785</u></u>	<u><u>\$ 171,213</u></u>	<u><u>\$ 3,370,998</u></u>
<b>LIABILITIES AND FUND BALANCES</b>			
<b>LIABILITIES</b>			
Accounts payable	\$ 28,984	\$ -	\$ 28,984
Accrued liabilities	8,801	-	8,801
	<u>8,801</u>	<u>-</u>	<u>8,801</u>
<b>TOTAL LIABILITIES</b>	<u>37,785</u>	<u>-</u>	<u>37,785</u>
<b>FUND BALANCES</b>			
Nonspendable			
Prepays	40,172	-	40,172
Restricted			
Memorial books	-	171,213	171,213
Committed			
Capital improvements			
Tower funds	64,348	-	64,348
Ash funds	100,000	-	100,000
Johnson fund	31,000	-	31,000
USF funds	39,922	-	39,922
Compensated absences	7,173	-	7,173
Unassigned	2,879,385	-	2,879,385
	<u>2,879,385</u>	<u>-</u>	<u>2,879,385</u>
<b>TOTAL FUND BALANCES</b>	<u>3,162,000</u>	<u>171,213</u>	<u>3,333,213</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u><u>\$ 3,199,785</u></u>	<u><u>\$ 171,213</u></u>	<u><u>\$ 3,370,998</u></u>

See accompanying notes to financial statements.

**FLAT RIVER COMMUNITY LIBRARY  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE  
SHEET TO THE STATEMENT OF NET POSITION  
JUNE 30, 2024**

**Total Fund Balances - Governmental Funds** \$ 3,333,213

Amounts reported for the governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental funds.

The cost of capital assets is	\$ 4,400,769	
Accumulated depreciation/amortization is	<u>(2,617,223)</u>	
Capital assets, net		1,783,546

Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental funds balance sheet. Long-term liabilities at year-end consist of:

Lease payable	(28,492)	
Compensated absences	<u>(7,173)</u>	
		<u>(35,665)</u>

**Net Position of Governmental Activities** \$ 5,081,094

**FLAT RIVER COMMUNITY LIBRARY  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
YEAR ENDED JUNE 30, 2024**

	<u>General</u>	<u>Nonmajor Memorial Book</u>	<u>Total Governmental Funds</u>
REVENUES			
Property taxes	\$ 1,019,792	\$ -	\$ 1,019,792
Intergovernmental	128,866	-	128,866
Charges for services	5,767	-	5,767
Fines and forfeits	4,564	-	4,564
Interest	85,322	10,106	95,428
Net increase in fair value of investments	-	10,956	10,956
Contributions	22,749	1,033	23,782
Miscellaneous	1,600	-	1,600
	<u>1,268,660</u>	<u>22,095</u>	<u>1,290,755</u>
TOTAL REVENUES			
EXPENDITURES			
Current			
Recreation and culture	<u>1,065,036</u>	<u>2,008</u>	<u>1,067,044</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>203,624</u>	<u>20,087</u>	<u>223,711</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	7,816	-	7,816
Transfers out	<u>-</u>	<u>(7,816)</u>	<u>(7,816)</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>7,816</u>	<u>(7,816)</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	211,440	12,271	223,711
Fund balances, beginning of year	<u>2,950,560</u>	<u>158,942</u>	<u>3,109,502</u>
Fund balances, end of year	<u>\$ 3,162,000</u>	<u>\$ 171,213</u>	<u>\$ 3,333,213</u>

See accompanying notes to financial statements.

**FLAT RIVER COMMUNITY LIBRARY  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2024**

**Net Change in Fund Balances - Total Governmental Funds** \$ 223,711

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported as expenditures in governmental funds. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives as depreciation/amortization expense. In the current period, these amounts are:

Capital outlay	\$	50,214
Depreciation/amortization expense		<u>(136,278)</u>

Excess of depreciation/amortization expense over capital outlay	(86,064)
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Repayment of long-term debt is reported as expenditures in governmental funds, but the repayment reduces long-term liabilities in the statement of net position. In the current year, these amounts consist of:

Lease principal payments	7,919
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Some items reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. These activities consist of:

(Increase) in compensated absences	<u>(1,517)</u>
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**Change in Net Position of Governmental Activities** \$ 144,049

**FLAT RIVER COMMUNITY LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Under Public Act 24 of 1989, the City of Greenville, and the Townships of Fairplain, Eureka, and Montcalm created the Flat River Community Library on October 29, 1996, which is considered a District Library. Public Act 24 defines the Library's legal status as "an Authority under Section 6 of Article IX of the State Constitution of 1963" thereby classifying the Library as a Michigan Municipal Corporation. The City and Townships collect and distribute property taxes that are levied by the Library. In addition, Montcalm County collects and distributes countywide taxes to the seven libraries of the County. The Library has no stockholders, and all monies received are to be used for certain specified purposes in accordance with the by-laws of the Library.

The governing body of the Library is a board which is comprised of eight members, two appointed by the City of Greenville, two appointed by the Township of Fairplain, two appointed by the Township of Eureka, and two appointed by the Township of Montcalm.

The financial statements of the Library have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Library's more significant accounting policies are described below.

Reporting Entity

As required by accounting principles generally accepted in the United States of America, these financial statements present the financial activities of Flat River Community Library (primary government). The Library has no activities that would be classified as component units.

Based upon the application of these criteria, the financial statements of the Library contain all of the funds controlled by the Library.

Basis of Presentation

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The statement of net position and the statement of activities (the government-wide financial statements) present information for the government as a whole.

The statement of activities presents the direct functional expenses of the Library and the program revenues that support them. Direct expenses are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. Program revenues are associated with specific functions and include charges to recipients of goods or services and grants and contributions that are restricted to meeting the operational or capital requirements of that function. Revenues that are not required to be presented as program revenues are general revenues. This includes all taxes, interest, unrestricted State aid, and other general revenues and shows how governmental functions are either self-financing or supported by general revenues.

**FUND FINANCIAL STATEMENTS**

The Library uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts.

**FLAT RIVER COMMUNITY LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Basis of Presentation (continued)

FUND FINANCIAL STATEMENTS (continued)

The fund financial statements present the Library's individual major and nonmajor funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

The *Major Governmental Fund* of the Library is:

- a. The *General Fund* is the Library's primary operating fund. It accounts for all financial resources of the Library except for those that are required to be accounted for in another fund.

Measurement Focus

The government-wide financial statements are presented using the economic resources measurement focus, similar to that used by business enterprises or not-for-profit organizations. Because another measurement focus is used in the governmental fund financial statements, reconciliations to the government-wide financial statements are provided that explain the differences in detail.

All governmental funds are presented using the current financial resources measurement focus. With this measurement focus, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in fund balance.

Basis of Accounting

Basis of accounting refers to the timing under which transactions are recognized for financial reporting purposes. Governmental fund financial statements use the modified accrual basis of accounting. The government-wide financial statements are prepared using the accrual basis of accounting.

Under the accrual basis of accounting, revenue is recorded in the period in which it is earned, and expenses are recorded when incurred, regardless of the timing of related cash flows. Property tax revenue is recognized in the fiscal year for which it is levied. Revenues for grants, entitlements, and donations are recognized when all eligibility requirements imposed by the provider have been met. Unearned revenue is recorded when resources are received by the Library before it has legal claim to them, such as when grant monies are received prior to the incurrence of qualified expenses.

**FLAT RIVER COMMUNITY LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Basis of Accounting (continued)

Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The length of time used to define "available" for purposes of revenue recognition in the governmental fund financial statements is 60 days. Revenues susceptible to accrual include property taxes, state aid, and interest revenue. Other revenues are not susceptible to accrual because generally they are not measurable until received in cash. Unavailable revenues arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. In subsequent periods, when both revenue recognition criteria are met, the deferred inflow of resources is removed from the balance sheet and revenue is recognized. Unearned revenues arise when the Library receives resources before it has a legal claim to them. Expenditures are recorded when the related fund liability is incurred.

If/when both restricted and unrestricted resources are available for use, it is the Library's practice to use restricted resources first, then unrestricted as they are needed.

Budgets and Budgetary Accounting

The General Fund budget shown as required supplementary information was prepared on a basis consistent with the basis used to reflect actual results. The Library employs the following procedures in establishing the budgetary data reflected in the financial statements.

- a. The Library Director prepares the proposed operating budget for the fiscal year commencing July 1. The operating budget includes proposed expenditures and resources to finance them.
- b. Prior to incurring significant expenditures, the budget is legally enacted through Library Board action.
- c. The budget is legally adopted at the total expenditure account level and maintained at the account level.
- d. Budgeted amounts are reported as originally adopted or amended by the Library Board during the year.

Cash and Investments

Cash consists of checking, savings, and money market accounts.

Investments include certificates of deposit with an original maturity of greater than 90 days from the date of purchase. Investments are stated at fair value.



**FLAT RIVER COMMUNITY LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Cash and Investments (continued)

In accordance with Michigan Compiled Laws, the Library is authorized to invest in the following investment vehicles:

- a. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- b. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a State or nationally chartered bank or a State or Federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office located in this State under the laws of the State or the United States, but only if the bank, savings and loan association, or credit union is eligible to be a depository of surplus funds belonging to the State under Section 5 or 6 of Act No. 105 of the Public Acts of 1855, as amended, being Section 21.145 and 21.146 of the Michigan Compiled Laws.
- c. Commercial paper rated at the time of purchase within the three highest classifications established by not less than two standard rating services and which matures not more than 270 days after the date of purchase.
- d. The United States government or federal agency obligations repurchase agreements.
- e. Bankers acceptances of United States banks.
- f. Mutual funds composed of investment vehicles, which are legal for direct investment by local units of government in Michigan.

Property Taxes

On December 1, the City and participating Townships levy and collect property taxes for the Library. The tax levies are due February 14, with the final collection date of February 28. As the Library tax is collected, it is remitted by the City and Township Treasurers. At March 1 each year, the City and Townships settle their respective delinquent taxes with the County Treasurer and the unpaid real property tax is remitted to the Library by the County Treasurer in Montcalm County. Near the end of the fiscal year the County remits the Library's portion of the county-wide levy of 0.9000 mills. Delinquent personal property taxes are retained by the City and Township Treasurers for subsequent collection.

The Library is permitted by state statute to levy up to \$4 per \$1,000 of assessed valuation on property within the District. The voters approved a levy of 0.7500 mills for operating. For the year ended June 30, 2024, the Library levied 0.6518 mills in addition to the county-wide levy of 0.8818 mills. The total taxable value for the 2023 levy for the property within the District was \$661,968,777.

Tax Abatements

The Library's tax revenues have been reduced by tax abatements. Management has determined these amounts to be immaterial to the financial statements.

**FLAT RIVER COMMUNITY LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Capital Assets

Capital assets are recorded (net of accumulated depreciation) in the government-wide financial statements. In the fiscal year 2005, the Library decided to discontinue capitalizing its collection of books, periodicals, and videos. Capital assets are those with a cost greater than \$1,500 and an estimated useful life of more than one year. Capital assets are not recorded in the governmental funds. Instead, capital acquisition and construction are reflected as expenditures in governmental funds and the related assets are reported in the government-wide financial statements. All purchased capital assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated acquisition cost on the date received.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Right to use assets of the library are amortized using the straight-line method over the shorter of the lease period or the estimated useful life. Depreciation is computed using the straight-line method over the following useful lives:

Buildings and additions	10 - 40 years
Equipment and furniture	5 - 20 years
Equipment and furniture - right to use	5 years

Leases

The Library is a lessee for noncancelable leases of equipment. The Library recognizes a lease liability and a right-to-use the lease asset in the government-wide financial statements. The Library recognizes lease liabilities that are considered material and have an initial, individual value that the Library would recognize as a capital asset.

At the commencement of a lease, the Library initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

Key estimates and judgements related to leases include how the Library determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- a. The Library uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the Library generally uses its estimated incremental borrowing rate as the discount rate for leases.
- b. The lease term includes the noncancelable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the Library is reasonably certain to exercise.

**FLAT RIVER COMMUNITY LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Leases (continued)

The Library monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported with other capital assets and lease liabilities are reported with long-term obligations on the statement of net position.

Compensated Absences

Library employees are granted vacation and sick leave in varying amounts based on length of service. Vacation must be used by December 31, or it is forfeited. Employees can accumulate up to 60 sick days. Accumulation of sick days in excess of that amount are paid to employees hired prior to May 2007, at 50% of the unused portion as of December 31 at the employee's current pay rate. Upon termination, employees are paid on a prorated basis for unused vacation of that year at their current rates. Unused sick days are not paid out to employees upon termination.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position and/or balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position and/or fund balance that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until that time.

In addition to liabilities, the statement of financial position and/or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position and/or fund balance that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

Currently, the Library does not report any deferred outflows of resources or deferred inflows of resources.

Restrictions of Net Position

Restrictions of net position shown in the government-wide financial statements indicate that restrictions imposed by the funding source or some other outside source which precludes their use for unrestricted purposes.

Details of Fund Balance Classifications

Fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The following are the five classifications of fund balance:

*Nonspendable* - assets that are not available in a spendable form such as inventory, prepaid expenditures, and long-term receivables not expected to be converted to cash in the near term. It also includes funds that are legally or contractually required to be maintained intact such as the corpus of a permanent fund or foundation.

**FLAT RIVER COMMUNITY LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Details of Fund Balance Classifications (continued)

*Restricted* - amounts that are required by external parties to be used for a specific purpose. Constraints are externally imposed by creditors, grantors, contributors or laws, regulations or enabling legislation.

*Committed* - amounts constrained on use imposed by formal action of the government's highest level of decision making authority (i.e., Board, Council, etc.).

*Assigned* - amounts intended to be used for specific purposes. This is determined by the governing body, the budget or finance committee or a delegated municipality official.

*Unassigned* - all other resources; the remaining fund balance after nonspendable, restrictions, commitments, and assignments. This class only occurs in the General Fund, except for cases of negative fund balances. Negative fund balances are always reported as unassigned, no matter which fund the deficit occurs in.

Fund Balance Classification Policies and Procedures

For restricted fund balance, the Library's highest level of decision-making authority is the Library Board of Trustees. The formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution by the Library Board of Trustees.

For assigned fund balance, the Library Board is authorized to assign amounts to a specific purpose. The authorization policy is a full vote and approval by the Library Board of Trustees.

The Library has not formally adopted a policy that defines the order of usage for fund balance amounts classified as restricted, committed, assigned, or unassigned. In the absence of such a policy, the Library considers restricted amounts to have been spent first when an expenditure is incurred for which both restricted and unrestricted fund balance is available.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Accordingly, actual results could differ from those estimates.

**FLAT RIVER COMMUNITY LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 2 - DEPOSITS**

Deposits

As of June 30, 2024, the carrying amount and bank balances for each type of bank account are as follows:

Account Type	<u>Carrying Amount</u>	<u>Bank Balance</u>
Checking and savings	\$ 1,459,024	\$ 1,486,974
Certificates of deposit	<u>1,606,484</u>	<u>1,606,484</u>
	<u>\$ 3,065,508</u>	<u>\$ 3,093,458</u>

At June 30, 2024, the Library had deposits subject to the following risk:

Custodial Credit Risk

The Library has adopted a policy that indicates the Library will minimize custodial credit risk, which is the risk that in the event of the failure of the counterparty the Library will not be able to recover the value of its investments that are in possession of an outside party, by annually requiring the custodial institution to provide a copy of their most recent report on internal controls. As of June 30, 2024, the Library's deposits were federally insured for \$1,604,252 and the amount of \$1,489,206 was uninsured and uncollateralized. The cash reported in the financial statements include \$200 in imprest cash.

Credit Risk

State law limits investments in certain types of investments to a prime or better rating issued by nationally recognized statistical rating organizations (NRSRO's). As of June 30, 2024, the Library did not hold any investments that were subject to rating.

Interest Rate Risk

The Library has adopted a policy that indicates the Library will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by limiting the weighted average maturity of its investment portfolio to less than a given period of time.

Concentration of Credit Risk

The Library has adopted a policy that indicates the Library will minimize concentration of credit risk, which is the risk of loss attributed to the magnitude of the Library's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

**FLAT RIVER COMMUNITY LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 2 - DEPOSITS (continued)**

The deposits referred to above have been reported in either the cash or investments caption in the basic financial statements, based upon criteria disclosed in Note 1. The following summarizes the categorization of these amounts as of June 30, 2024:

Cash	\$ 1,459,224
Investments - current	<u>1,606,484</u>
	<u><u>\$ 3,065,708</u></u>

**NOTE 3 - INTERFUND TRANSFERS**

Permanent reallocation of resources between funds of the reporting entity is classified as interfund transfers. For the purposes of the statement of activities, all interfund transfers between individual governmental funds have been eliminated.

Transfer to General Fund from:	
Memorial Book Fund	<u>\$ 7,816</u>

The transfer made during the year was for the purpose of funding specific projects and covering operational costs within the General Fund.

**NOTE 4 - CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2024, was as follows:

	Balance July 1, 2023	Additions	Deletions	Balance June 30, 2024
Capital assets not being depreciated/amortized				
Construction in progress	\$ 21,780	\$ 1,210	\$ -	\$ 22,990
Capital assets being depreciated/amortized				
Buildings and additions	3,944,111	34,459	-	3,978,570
Equipment and furniture	350,026	14,545	(9,500)	355,071
Equipment and furniture - right to use	<u>44,138</u>	<u>-</u>	<u>-</u>	<u>44,138</u>
Total capital assets being depreciated/amortized	<u>4,338,275</u>	<u>49,004</u>	<u>(9,500)</u>	<u>4,377,779</u>
Less accumulated depreciation/amortization for:				
Buildings and additions	(2,171,657)	(114,164)	-	(2,285,821)
Equipment and furniture	(311,432)	(14,758)	9,500	(316,690)
Equipment and furniture - right to use	<u>(7,356)</u>	<u>(7,356)</u>	<u>-</u>	<u>(14,712)</u>
Total accumulated depreciation/amortization	<u>(2,490,445)</u>	<u>(136,278)</u>	<u>9,500</u>	<u>(2,617,223)</u>
Net capital assets being depreciated/amortized	<u>1,847,830</u>	<u>(87,274)</u>	<u>-</u>	<u>1,760,556</u>
Capital assets, net	<u><u>\$ 1,869,610</u></u>	<u><u>\$ (86,064)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 1,783,546</u></u>

**FLAT RIVER COMMUNITY LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 5 - LONG TERM OBLIGATIONS**

The following is a summary of changes in long-term obligations (including current portions) of the Library for the year ended June 30, 2024.

	Balance July 1, 2023	Additions	Deletions	Balance June 30, 2024	Amounts Due Within One Year
<b>GOVERNMENTAL ACTIVITIES</b>					
Direct Borrowings and Direct Placements					
Lease payable	\$ 36,411	\$ -	\$ (7,919)	\$ 28,492	\$ 8,304
Compensated absences	5,656	26,267	(24,750)	7,173	7,173
	<u>\$ 42,067</u>	<u>\$ 26,267</u>	<u>\$ (32,669)</u>	<u>\$ 35,665</u>	<u>\$ 15,477</u>

Significant details regarding outstanding long-term obligations are presented below:

\$44,138 Lease payable dated July 1, 2022, for a period of 63 months, expiring September 1, 2027. Monthly payments of \$790 include imputed interest of 4.8%. The lease agreement was for the right to use a copier.

\$ 28,492

The Library's outstanding obligations from direct borrowings and direct placements related to governmental activities of \$28,492 contains provisions that in an event of default, either by (1) unable to make principal or interest payments (2) false or misrepresentation is made to the lender (3) become insolvent or make an assignment for the benefit of its creditors (4) if the lender at any time in good faith believes that the prospect of payment of any indebtedness is impaired. Upon the occurrence of any default event, the outstanding amounts, including accrued interest become immediately due and payable.

The annual requirements to pay the debt principal and interest outstanding for the following direct borrowings and direct placements is as follows:

Year Ending June 30,	Direct Borrowings and Direct Placements		
	Principal	Interest	Total
2025	\$ 8,304	\$ 1,174	\$ 9,478
2026	8,707	771	9,478
2027	9,130	348	9,478
2028	2,351	19	2,370
	<u>\$ 28,492</u>	<u>\$ 2,312</u>	<u>\$ 30,804</u>

Compensated Absences

Individual employees have vested rights upon termination of employment to receive payments for unused vacation and sick leave. The dollar amounts of these vested rights including related payroll taxes, which have been recorded as a current liability in the governmental-wide financial statements, amounted to \$7,173 at June 30, 2024.

**FLAT RIVER COMMUNITY LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 6 - RISK MANAGEMENT**

The Library maintains commercial insurance for property, liability, crime, bonding, and casualty losses. Settled claims relating to commercial insurance have not exceeded insurance coverage in any of the past three years.

The Library also participates in a pool, the Michigan Municipal League Workers Compensation Fund, with other municipalities for worker's compensation losses. The pool is organized under Public Act 317 of 1969, as amended. In the event the pool's claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessment to make up the deficiency. The Library has not been informed of any special assessments being required.

**NOTE 7 - ASSETS HELD BY FOUNDATION**

In April 2000, the Library entered into an agreement with the Greenville Area Community Foundation (the Foundation) to create the Flat River Community Library Fund (the Fund). In order to establish the Fund, the Library transferred cash to the Foundation in the amount of \$31,000. The purpose of the Fund is to provide funding for grants to the Library from the earnings of the assets in the Fund. The assets of the Fund shall be all those assets contributed to the Fund by the Flat River Community Library Board of Directors and by any other persons or legal entities along with all earnings attributed to such assets.

All earnings attributed to the assets of the Fund will be made available to the Flat River Community Library annually. Any earnings not so distributed will be reinvested in the assets of the Fund. The assets of the Fund may be distributed upon a special request of the Library. The fair value of the Fund as of June 30, 2024, is \$171,213. These funds are invested in stocks, bonds, and other short-term securities.

Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. A fair value hierarchy is also established which requires an entity to maximize the use of observable and minimize the use of unobservable inputs.

There are three levels of inputs that may be used to measure fair value:

- Level 1: Quoted prices in active markets for identical securities.
- Level 2: Prices determined using other significant observable inputs. Observable inputs are inputs that other market participants may use in pricing a security. These may include quoted prices for similar securities, interest rates, prepayment speeds, credit risk and others.
- Level 3: Prices determined using significant unobservable inputs. Unobservable inputs may be used in situations where quoted prices or observable inputs are unavailable or deemed less relevant (for example, when there is little or no market activity for an investment at the end of the period). Unobservable inputs reflect the organization's own assumptions about the factors market participants would use in pricing an investment and would be based on the best information available.



**FLAT RIVER COMMUNITY LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 7 - ASSETS HELD BY FOUNDATION (continued)**

Fair Value Measurements (continued)

Greenville Area Community Foundation investments are assigned a level based upon the observability of the inputs which are significant to the overall valuation. The inputs or methodology used for valuing securities are not necessarily an indication of the risk associated with investing in those securities. Money market securities are valued using amortized cost, as outlined in GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*. Generally, amortized cost approximates the current fair value of a security, but since the value is not obtained from a quoted price in an active market, such securities held by the Foundation are categorized as Level 3.

Credit Risk

State law limits investments in certain types of investments to a prime or better rating issued by nationally recognized statistical rating organizations (NRSRO's). As of June 30, 2024, the Foundation's investments had a weighted average maturity (WAM) of 3.00 years.

**NOTE 8 - UPCOMING ACCOUNTING PRONOUNCEMENTS**

In June 2022, the GASB issued Statement No. 101, *Compensated Absences*. This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. The Library is currently evaluating the impact this standard will have on the financial statements when adopted during the 2024 - 2025 fiscal year.

In December 2023, the GASB issued Statement No. 102, *Certain Risk Disclosures*. This Statement requires a government to assess whether a concentration or constraint makes the government vulnerable to the risk of a substantial impact. Additionally, this Statement requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued. If a government determines that those criteria for disclosure have been met for a concentration or constraint, it should disclose information in notes to financial statements in sufficient detail to enable users of financial statements to understand the nature of circumstances disclosed and the government's vulnerability to the risk of substantial impact. The Library is currently evaluating the impact this standard will have on the financial statements when adopted during the 2024 - 2025 fiscal year.

In April 2024, the GASB issued Statement No. 103, *Financial Reporting Model Improvements*. This Statement establishes new accounting and financial reporting requirements - or modifies existing requirements - related to the following:

**FLAT RIVER COMMUNITY LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 8 - UPCOMING ACCOUNTING PRONOUNCEMENTS (continued)**

- a. Management's discussion and analysis (MD&A);
  - i. Requires that the information presented in MD&A be limited to the related topics discussed in five specific sections:
    - 1) Overview of the Financial Statements,
    - 2) Financial Summary,
    - 3) Detailed Analyses,
    - 4) Significant Capital Asset and Long-Term Financing Activity,
    - 5) Currently Known Facts, Decisions, or Conditions;
  - ii. Stresses detailed analyses should explain why balances and results of operations changed rather than simply presenting the amounts or percentages by which they changed;
  - iii. Removes the requirement for discussion of significant variations between original and final budget amounts and between final budget amounts and actual results;
- b. Unusual or infrequent items;
- c. Presentation of the proprietary fund statement of revenues, expenses, and changes in fund net position;
  - i. Requires that the proprietary fund statement of revenues, expenses, and changes in fund net position continue to distinguish between operating and nonoperating revenues and expenses and clarifies the definition of operating and nonoperating revenues and expenses;
  - ii. Requires that a subtotal for *operating income (loss) and noncapital subsidies* be presented before reporting other nonoperating revenues and expenses and defines subsidies;
- d. Information about major component units in basic financial statements should be presented separately in the statement of net position and statement of activities unless it reduces the readability of the statements in which case combining statements of should be presented after the fund financial statements;
- e. Budgetary comparison information should include variances between original and final budget amounts and variances between final budget and actual amounts with explanations of significant variances required to be presented in the notes to RSI.

The Library is currently evaluating the impact this standard will have on the financial statements when adopted during the 2025 - 2026 fiscal year.

**REQUIRED SUPPLEMENTARY INFORMATION**

**FLAT RIVER COMMUNITY LIBRARY  
GENERAL FUND  
BUDGETARY COMPARISON SCHEDULE  
YEAR ENDED JUNE 30, 2024**

	<u>Budget Amounts</u>			Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
<b>REVENUES</b>				
Property taxes	\$ 959,547	\$ 959,547	\$ 1,019,792	\$ 60,245
Intergovernmental	118,105	118,105	128,866	10,761
Charges for services	2,590	2,590	5,767	3,177
Fines and forfeits	2,000	2,000	4,564	2,564
Interest	10,000	10,000	85,322	75,322
Contributions	14,000	14,000	22,749	8,749
Miscellaneous	1,600	1,600	1,600	-
<b>TOTAL REVENUES</b>	<u>1,107,842</u>	<u>1,107,842</u>	<u>1,268,660</u>	<u>160,818</u>
<b>EXPENDITURES</b>				
Current				
Recreation and culture				
Personnel	522,550	522,550	504,951	17,599
Supplies	21,950	40,551	23,949	16,602
Building operations	197,200	199,200	220,381	(21,181)
Services	55,490	62,000	58,130	3,870
Cooperative services	27,800	25,000	22,824	2,176
Programming	24,000	25,000	23,116	1,884
Materials	148,200	150,000	147,020	2,980
Technology	37,050	40,850	39,811	1,039
Other	25,250	29,000	24,854	4,146
<b>TOTAL EXPENDITURES</b>	<u>1,059,490</u>	<u>1,094,151</u>	<u>1,065,036</u>	<u>29,115</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>48,352</u>	<u>13,691</u>	<u>203,624</u>	<u>189,933</u>
<b>OTHER FINANCING SOURCES</b>				
Transfers in	-	-	7,816	7,816
<b>NET CHANGE IN FUND BALANCE</b>	48,352	13,691	211,440	197,749
Fund balance, beginning of year	<u>2,950,560</u>	<u>2,950,560</u>	<u>2,950,560</u>	<u>-</u>
Fund balance, end of year	<u>\$ 2,998,912</u>	<u>\$ 2,964,251</u>	<u>\$ 3,162,000</u>	<u>\$ 197,749</u>

## Holiday/Closed Days Schedule 2025 (*Proposed*)

New Year's Day, Wednesday January 1 - Closed (paid)

Memorial Day weekend, Saturday May 24 - Closed (unpaid)

Memorial Day, Monday May 26 - Closed (paid)

Fourth of July, Friday July 4 - Closed (paid)

Labor Day weekend, Saturday August 30 - Closed (unpaid)

Labor Day, Monday September 1 - Closed (paid)

Day before Thanksgiving, Wednesday November 26 - Close at 5 PM

Thanksgiving, Thursday November 27 - Closed (paid)

Day after Thanksgiving, Friday November 28 - Closed (paid)

Christmas Eve, Wednesday December 24 - Closed (paid)

Christmas Day, Thursday December 25 - Closed (paid)

New Year's Eve, Wednesday December 31 - Close at 5 PM

Staff In-Service Days will be assessed and requested as needed later in the year.

Make an appointment

Celebrating 90 years **STRONG.** 

---

**From:** Emily Briscoe <[Emily.Briscoe@lmcu.org](mailto:Emily.Briscoe@lmcu.org)>  
**Sent:** Wednesday, December 4, 2024 5:19 PM  
**To:** [darci.cole@tenneco.com](mailto:darci.cole@tenneco.com)  
**Cc:** Ramie Barczak <[Ramie.Barczak@lmcu.org](mailto:Ramie.Barczak@lmcu.org)>  
**Subject:** Business Account Details and Documents

Hi Darci,

It was so nice to talk to you this afternoon, I have attached a few different documents for you to look over at your next board meeting.

The first one is going to go over what documentation would be needed, depending on what type of business the Library conducts under. The second two documents are going to be for the actual business account application that we would need filled out if you decide to open an account with LMCU. We would also need copies of drivers licenses for everyone who will be on the account.

I did double check with my manager and unfortunately our new membership CD special only ran through November. But we do currently have a 7 month CD at 4.30% APY, and we can put in a rate match request if you see other Financial Institutions with a higher rate!

Please let us know if you have any questions or concerns. Thank you and have a great evening!



**Emily Briscoe**

Head Teller - Greenville

Lake Michigan Credit Union

(616) 900-1470

PO Box 2848 | Grand Rapids, MI 49501

[emily.briscoe@lmcu.org](mailto:emily.briscoe@lmcu.org) | [lmcu.org](http://lmcu.org)



**LAKE MICHIGAN CREDIT UNION BUSINESS ACCOUNT CARD,  
MEMBERSHIP ACCOUNT AND SERVICES APPLICATION**

See instructions for Form W-9 for Completion of Form

**IMPORTANT INFORMATION ABOUT PROCEDURE(S) FOR OPENING A NEW ACCOUNT**

**To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: when you open an account, we will ask you for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.**

Account # :  New  Change

BUSINESS/ENTITY INFORMATION			
Full Name of Business/Entity:			
Business/Entity Assumed Name (if different from above):			
Street Address:		TIN/EIN #:	
City:	State:	Zip:	Business/Entity Phone: (    )
Purpose/Type of Business/Entity (services provided):			E-mail:
Primary Source of Deposits to Your Account:			

FEDERAL TAX CLASSIFICATION	ACCOUNT(S) REQUESTED
<input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit Organization      If LLC, indicate tax status: <input type="checkbox"/> Sole Proprietorship/DBA <input type="checkbox"/> Single <input type="checkbox"/> Corporation <input type="checkbox"/> Other: _____ <input type="checkbox"/> Partnership	<input type="checkbox"/> Savings Account <input type="checkbox"/> Checking Account <input type="checkbox"/> Other (CD, IMMA, etc.)

**BUSINESS/ENTITY RESOLUTION**

The undersigned are duly authorized to execute this Resolution on behalf of the Business/Entity and the undersigned hereby certify that the above-named Business/Entity is duly organized and registered in the state(s) in which it conducts business. The undersigned certify that the Business/Entity described is validly organized under applicable law and is in "good standing," and that the duly authorized and governing body of this Business/Entity adopted this Resolution, which in all respects, is in conformity with the rules, agreements, bylaws or articles of incorporation of this Business/Entity. It is intended that Lake Michigan Credit Union ("Credit Union") rely upon this Resolution. Credit Union may, in its sole discretion require new resolutions and/or signature card(s) be executed any time the Business/Entity changes the authorized person(s)/signature(s) which changes must be submitted in a written document that is accepted by the Credit Union before any such change will be effective. If the authority contained in this Resolution should be revoked or terminated by operation of law or any other reason without actual notice to the Credit Union, such revocation shall not be effective upon Credit Union. The Credit Union shall have the right to freeze all accounts and services if it believes there is any dispute as to the authority to act pursuant to this Resolution; however, this right shall in no way obligate the Credit Union to exercise said right and its failure or refusal to exercise such rights shall in no way impute any duty, obligation or liability to the Credit Union hereunder or otherwise. The Credit Union shall be indemnified by the Business/Entity and shall be held harmless from any and all losses or liabilities incurred by such revocation or termination. This Resolution shall be governed and interpreted under the laws of the State of Michigan. The Business/Entity is solely responsible for any changes to the authorized users and the Credit Union shall have no liability whatsoever for any transaction undertaken by a person listed as an authorized user.

The Credit Union is designated a depository institution of this Business/Entity and is authorized to recognize any one of the signature(s) of any person designated as an Authorized User. An Authorized User has signed a Signature Card for any of this Business/Entity's accounts, in opening any accounts or related services, paying funds, or transacting any business related to any such account(s) or services with the Credit Union (including, but not limited to all financial services the Credit Union offers to members now or in the future, which authority will remain in full force and effect until Credit Union receives further instructions in writing from this Business/Entity. The Credit Union is likewise authorized to recognize any facsimile signature or endorsement of this Business/Entity or any authorized person, whether authorized or unauthorized. This authority includes the authority to open any new accounts or services and to enter into any changes, modifications or accommodations. FURTHER RESOLVED, that the Authorized Users(s) may authorize the use and access to accounts and services and the issuance of any access device the Business/Entity may obtain from the Credit Union for access and use of any accounts and/or services the Credit Union offers now or in the future to the employees, agents or any other persons the Authorized Person(s) appoint or designate from time to time and such authorization shall be deemed as authorized herein. Further resolved, that this Business/Entity agrees that all accounts will be governed by the terms and conditions set forth in the Credit Union's Membership Account Agreement, any Account Disclosures or Fee Schedules, any Agreement required to open any account(s) and all bylaws, policies, procedures, statutes and regulations government Credit Union or any account.

**SIGNATURES, CONSENTS AND AGREEMENTS**

Each Business/Entity and authorized users and signers hereby makes application for the account(s)/services and/or membership as indicated and agrees to conform to the Bylaws, as may be amended, of Lake Michigan Credit Union ("Credit Union"). I/we certify the signature(s) on this card apply to all accounts designated and all information provided is true and correct. I/we also acknowledge receipt and agree to be bound by any terms and conditions in this card, and in the Credit Union Business Membership Agreement and Fee Schedule, and any Special Account or other separate Account Service Applications or Agreements as amended from time to time, which are incorporated herein by reference. The Business/Entity authorize the Credit Union to obtain information concerning any accounts with other financial institutions and the Business/Entity credit history including but not limited to credit history and/or reports. Owners and Authorized Users authorize the Credit Union to verify their eligibility for any account(s) and service(s) now and in the future. Owners and Authorized Users also grant the Credit Union authority to obtain information concerning any accounts with other financial institutions, as well as credit history, including, but not limited to credit history and reports, as deemed necessary. Business Entity/Owners/Authorized Users specifically consent that the Credit Union may report information concerning their account(s) services to others; and that we may provide the reasons should we determine you to be ineligible for any services. All present and future deposits to the account(s) designated above secure payment of any account owner's obligations to the Credit Union. This card authorizes the Credit Union to open future sub-accounts and/or services in the names of the Business/Entity listed above.

**FEDERAL TAXPAYER IDENTIFICATION AND BACKUP WITHHOLDING CERTIFICATION:** Under penalties of perjury, I certify that: (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; (3) I am a U.S. citizen or other U.S. person (defined in Instructions for Form W-9).



**LAKE MICHIGAN CREDIT UNION BUSINESS ACCOUNT CARD,  
MEMBERSHIP ACCOUNT AND SERVICES APPLICATION**

AUTHORIZED USERS						
#1 Authorized User Name:				SSN #:		
Street Address:						
City:	State:		Zip:	Driver's License #:	State:	
Home Phone: ( )	Cell Phone: ( )			E-mail:		
Employer:	Work Phone: ( )			Position/Title:		
Account Designation:				Order ATM/Debit Card: <input type="checkbox"/> YES <input type="checkbox"/> NO		
#2 Authorized User Name:				SSN #:		
Street Address:						
City:	State:		Zip:	Driver's License #:	State:	
Home Phone: ( )	Cell Phone: ( )			E-mail:		
Employer:	Work Phone: ( )			Position/Title:		
Account Designation:				Order ATM/Debit Card: <input type="checkbox"/> YES <input type="checkbox"/> NO		
#3 Authorized User Name:				SSN #:		
Street Address:						
City:	State:		Zip:	Driver's License #:	State:	
Home Phone: ( )	Cell Phone: ( )			E-mail:		
Employer:	Work Phone: ( )			Position/Title:		
Account Designation:				Order ATM/Debit Card: <input type="checkbox"/> YES <input type="checkbox"/> NO		
#4 Authorized User Name:				SSN #:		
Street Address:						
City:	State:		Zip:	Driver's License #:	State:	
Home Phone: ( )	Cell Phone: ( )			E-mail:		
Employer:	Work Phone: ( )			Position/Title:		
Account Designation:				Order ATM/Debit Card: <input type="checkbox"/> YES <input type="checkbox"/> NO		
#5 Authorized User Name:				SSN #:		
Street Address:						
City:	State:		Zip:	Driver's License #:	State:	
Home Phone: ( )	Cell Phone: ( )			E-mail:		
Employer:	Work Phone: ( )			Position/Title:		
Account Designation:				Order ATM/Debit Card: <input type="checkbox"/> YES <input type="checkbox"/> NO		
#6 Authorized User Name:				SSN #:		
Street Address:						
City:	State:		Zip:	Driver's License #:	State:	
Home Phone: ( )	Cell Phone: ( )			E-mail:		
Employer:	Work Phone: ( )			Position/Title:		
Account Designation:				Order ATM/Debit Card: <input type="checkbox"/> YES <input type="checkbox"/> NO		

**BY SIGNING BELOW YOU ACKNOWLEDGE AND AGREE TO ALL TERMS, CERTIFICATIONS AND REPRESENTATIONS BY YOU MADE HEREIN.**

_____ Authorized User #1 Signature	_____ Date
_____ Authorized User #2 Signature	_____ Date
_____ Authorized User #3 Signature	_____ Date

_____ Authorized User #4 Signature	_____ Date
_____ Authorized User #5 Signature	_____ Date
_____ Authorized User #6 Signature	_____ Date





**LAKE MICHIGAN CREDIT UNION BUSINESS ACCOUNT CARD,  
MEMBERSHIP ACCOUNT AND SERVICES APPLICATION**

LIST ALL OWNERS OF THE BUSINESS/ENTITY (ATTACH ADDITIONAL SHEET IF NEEDED)				
Name:			SSN #:	
Street Address:			Date of Birth:	
City:	State:	Zip:	Driver's License #:	State:
Home Phone: ( )	Cell Phone: ( )		E-mail:	
Employer:	Work Phone: ( )		Position/Title:	
Signature:		Date:	Percentage of Ownership:	
Name:			SSN #:	
Street Address:			Date of Birth:	
City:	State:	Zip:	Driver's License #:	State:
Home Phone: ( )	Cell Phone: ( )		E-mail:	
Employer:	Work Phone: ( )		Position/Title:	
Signature:		Date:	Percentage of Ownership:	
Name:			SSN #:	
Street Address:			Date of Birth:	
City:	State:	Zip:	Driver's License #:	State:
Home Phone: ( )	Cell Phone: ( )		E-mail:	
Employer:	Work Phone: ( )		Position/Title:	
Signature:		Date:	Percentage of Ownership:	
Name:			SSN #:	
Street Address:			Date of Birth:	
City:	State:	Zip:	Driver's License #:	State:
Home Phone: ( )	Cell Phone: ( )		E-mail:	
Employer:	Work Phone: ( )		Position/Title:	
Signature:		Date:	Percentage of Ownership:	

FOR CREDIT UNION USE ONLY	
Date of Membership: _____	Opened By: _____
Branch ID#: _____	Approving Membership Officer: _____